

**N.J. PINELANDS COMMISSION
REQUEST FOR PROPOSAL (RFP)
RFP # 25-001
Cover Page**

DATE ISSUED: February 5, 2025

Vendor Name:

Vendor Federal Tax Id Number:

Vendor Address:

Return To:

Email: RFP@pinelands.nj.gov

Telephone Number:

Fax Number:

Email:

RESPONSE TO THIS REQUEST FOR PROPOSAL SHALL BE RETURNED BY:

Wednesday, March 5, 2025 at 4:00 p.m.

QUALIFY AS: (CHECK IF APPLICABLE) _____ SMALL BUSINESS

NAME:

HISTORIC FENWICK MANOR REHABILITATION

How the total price should appear COST: \$ _____

Important Instructions To Vendor: Please fill in all requested information. After you have completed this Solicitation request, attach your proposal package to this cover page and return it to the email address listed above. The General Terms and Conditions are included as a part of this solicitation and any contracts pursuant thereto.

Bidder's Signature:

Title:

Date:

REQUEST FOR PROPOSALS
RFP # 25-001

Historic Fenwick Manor Rehabilitation



Date Issued:
February 5, 2025

Site Visit:
February 12, 2025

Questions Cut-off Date:
February 21, 2025

Proposals Due:
March 5, 2025

Susan R. Grogan
Executive Director

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I. OVERVIEW

The New Jersey Pinelands Commission (Commission) is seeking the services of a Historic Preservation Architect to assist in the rehabilitation of historic Fenwick Manor, located at the Pinelands Commission Headquarters in Pemberton Township, New Jersey (**Attachment A** – Project Location Map). The building is listed on the National and New Jersey Registers of Historic Places and the project is being funded by the Commission with the aid of a Preserve New Jersey Historic Preservation Fund grant, administered by the New Jersey Historic Trust.

The Consultant's duties will include preparing design and contract documents, providing administration services for the construction phases of the project, and working with the Commission to ensure that all work satisfies the requirements of the Preserve New Jersey Historic Preservation Fund grant. All work will be subject to Commission review and authorization.

The complete scope of work provided in this request for proposals (RFP) was primarily informed by the Fenwick Manor Preservation Plan (**Attachment B**). The Preservation Plan details the building's existing conditions and provides recommendations for its complete rehabilitation and long-term preservation.

II. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Pinelands Commission
15 Springfield Road
Pemberton Township NJ 08068

See **Attachment A** - Project Location Map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. Project Manager:

Name: Marc Paalvast, M.A., Archaeology/Cultural Resources
Address: NJ Pinelands Commission
15 Springfield Road
Pemberton Township, NJ 08068
Phone No: 609-894-7300 ext. 195
E-Mail: marc.paalvast@pinelands.nj.gov

2. Financial Manager:

Name: Jessica Lynch, Business Services Manager
Address: NJ Pinelands Commission
15 Springfield Road
Pemberton Township, NJ 08068
Phone No: 609-894-7300 ext. 144
E-Mail: jessica.lynch@pinelands.nj.gov

III. CONSULTANT QUALIFICATIONS

Due to the nature of the project and its funding, the consultant and/or subconsultants must:

- Meet or exceed the Secretary of Interior Professional Qualification Standards, which may be found at:
 - <https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeology-historic-preservation.pdf>.
- Provide documentation that the consultant and sub-consultants have completed projects of similar scope to what is described in this RFP, and that those projects met the Secretary of Interior Standards or were reviewed and accepted by the New Jersey Historic Preservation Office or other similar review agency.

Consultants that fail to provide sufficient documentation of these qualifications in their proposal may be rejected without consideration.

IV. PROJECT BUDGET

A. BUDGET

The project's total budget is **\$1,150,000.00**.

The total budget includes costs for non-construction and construction activities required to complete the project. The Commission prioritizes the completion of all of the "Phase I" tasks outlined in the Fenwick Manor Preservation Plan (**Attachment B**, pages 96-101).

The Consultant shall review this RFP and provide a narrative evaluation and analysis of the accuracy of the proposed project budget in its technical proposal, based on its professional experience and opinion.

B. CONSULTANT'S FEES

The consultant's fees should reflect the completion of all non-construction tasks described in this RFP. These include preparation of design and contract documents, pre-qualifying contractors and bidding, construction contract administration services, meetings and presentations, permitting, and approvals. The scope of work associated with the construction phases is provided to inform the consultant of the project's total scope.

The Consultant's fees shall be based on the information contained in this RFP document, any observations made during the site visit, and the consultants independent research/expertise.

V. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

<u>PROJECT PHASE</u>	<u>ESTIMATED DURATION (Calendar Days)</u>
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Schematic Design Phase	42
• <i>Commission Review & Comment</i>	14
3. Design Development Phase	42
• <i>Commission Review & Comment</i>	14
4. Final Design Phase	42
• <i>Commission Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7
• <i>Commission Review & Approval</i>	14
6. DCA Submission Plan Review	30
7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Attachment C**. The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

The working hours are from 7:00 am to 5:00 pm, Monday through Friday.

VI. BUILDING HISTORY

Fenwick Manor was originally constructed by the late-1820 and is an exemplary example of Federal and Greek revival architecture. It stands three-and-a-half stories tall with clapboard siding and is richly decorated with classical detailing. Throughout Fenwick Manor's history, it has been the architectural centerpiece of its surrounding farmstead and has served as the residence for multiple key figures associated with southern New Jersey's most profitable industries.

According to documentary evidence, Benjamin Jones owned the property at the time of the building's construction. Jones was a wealthy ironmonger from Philadelphia who owned and operated the Hanover Furnace, Mary Ann Forge, and constructed the Columbus, Kinkora and Springfield Railroad. In 1844, Jones sold the farm to his cousin Col. James Fenwick, a gentleman farmer and cranberry cultivator, who resided there with his family until his death in 1882. Upon James' death, the farmstead and his cranberry holdings were bequeathed to his daughter, Mary, and her husband, Joseph Josiah White (J.J. White), who then took up residence at Fenwick Manor. In 1870, J.J. White wrote *Cranberry Culture*, a detailed manual on the design and construction of cranberry bogs and the proper cultivation of the fruit, which became the industry standard reference book. In the early 20th century, Elizabeth White, Mary and J.J.'s eldest daughter, helped develop the first commercial blueberry crop. Upon J.J. White's death in 1924, his four daughters inherited the farm. After several transactions within the family, Fenwick Manor itself finally passed out of the hands of the Jones/Fenwick/White family in 1953, although much of the remaining acreage of the farmstead remains in the White family's possession.

In 1953, the buildings and 4.51 acres of land were deeded to Dr. James Q. Atkinson, who opened a medical practice in Fenwick Manor. A quarter century after Atkinson purchased Fenwick Manor, the site was acquired by the State of New Jersey. The site was originally intended to be used as a correctional facility, although this plan never came to fruition and the property was left vacant for over a year. In 1979, Fenwick Manor and its associated outbuildings were leased to the Pinelands Commission, and it has been used as the principal office of the Commission ever since.

In 1990, Fenwick Manor was Listed on the National Register of Historic Places.

At this time, the Pinelands Commission has been awarded a Capital Level II Grant from the Preserve New Jersey Historic Preservation Fund, as administered by the New Jersey Historic Trust, to complete repairs and renovations to Fenwick Manor.

VII. SCOPE OF WORK

The scope of work includes the completion of all non-construction tasks associated with the recommended construction tasks found in the Preservation Plan (**Attachment B**). All work must be completed by consultants who meet or exceed the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The non-construction tasks include:

- Preparing design and contract documents including a project manual and technical specifications for each phase of work proposed,
- providing administration services of the construction contract for each phase of work proposed,
- ensuring that all work meets the requirements of the Preserve New Jersey Historic Preservation Fund Grant,
- preparing and acquiring permits and approvals, and
- organizing team meetings and presentations.

A. DESIGN AND CONSTRUCTION ADMINISTRATION

The design documents should be completed in multiple phases to allow for periodic review and to ensure that permits and approvals are attained in a timely manner (see Section V. Project Schedule).

The following has been adapted from the Fenwick Manor Preservation Plan (**Attachment B**, pages 96-101) and is included to give the Consultant an understanding of the full scope of construction work required for their design:

“The material recommendations are primarily broken into building components. Next to each recommendation is a Roman numeral, I, II or III, or Maintenance. Each numeral indicates the priority for the work either based on need and/or a logical sequence of work. A Maintenance item indicates this work should be completed as part of regular building maintenance and is not necessarily part of any phase of proposed work. Overall, the priority items identified in the following include:

- The building exterior requires significant surface preparation to remove older and failing paint prior to applying primer and new finish coats of paint.
- Associated with any exterior finish upgrades will require repair of underlying wooden features, which exhibit rot and loss, through traditional conservation techniques, such as epoxy consolidation, Dutchman repair, and in-kind replacement.
- Such wood repair and painting are also required at the three porches as well as the repair and replacement of the flat-seam metal roofs where open joints are present.

- The windows and doors, which also exhibit wood rot, paint loss, and glazing putty loss, will require repair using traditional conservation techniques, application of new glazing putty, and painting.
- The southwest parlor fireplace will require rebuilding from the foundation to above the roofline.
- The northwest parlor will require the installation of structural upgrades to prevent further undermining of the soil around the base of the fireplace.
- Several piers in the basement will require structural upgrades to prevent further undermining of the soiling at their footings.
- *The consultant should anticipate the need for lead paint abatement during certain tasks.*

Site

- Repair the walks and the side stairs including cleaning the brick of all biological growth. Allow for ten percent replacement of brick in-kind. (I)
- Investigate the condition of the abandoned underground drainage system on the north side of the building and determine its layout and condition. (I)
- Consider the installation/upgrading to create a new underground drainage system so all roof drainage goes underground and does not drain at grade. (I)
- Consider engaging a landscape architect to improve the foundation plantings and implement design. (IV – not in estimate)

Exterior Recommendations

Roof and Roof Drainage

- Plan for the replacement of the flat-seam metal roofs at the front and south side porch. The bitumen repairs installed are not ideal. **Install new flat-seam lead-coated copper roofing** with the proper pan sizes including expansion joints so the soldered seams do not open. (II-III)
- Plan for the **replacement of the asphalt shingle roof in-kind**. At this time, also upgrade the roof drainage system and all other roof flashings to lead-coated copper. (II-III)
- **Install a new half-round gutter system** in lead-coated copper with the proper hangers that support the gutters from above and below. (II-III)

Chimneys

- **Replace the existing flashings at all of the chimneys.** (I)
- (Refer to structural repairs for the recommendations on the southwest chimney.)
- **Repoint the deteriorated mortar joints at the chimneys.** Conduct a mortar analysis to determine the appropriate replication mix especially since there are a number of different mortars present. (I)
- **Clean the chimneys of all soiling** using the gentlest means possible. (II)

Building Elevations

1. **Repoint deteriorated mortar at the stone and brick foundations with a replication mortar.** The replication mortar will have to be determined based on testing of the existing historic or older mortar. There is a mix of mortar conditions, such as wholesale loss and inappropriate hard mortar, which should be removed. The work will include removing the hard inappropriate mortar from sections of the stone. (I)
2. Continually remove old ivy growth and clean biological growth at the foundations using environmentally safe products, such as D2. (Maintenance)
3. **Dutchman repair/replace in-kind deteriorated sections of skirt board, pilasters, corner boards and other trim.** These deteriorated conditions occur on each elevation and to different degrees. Establish criteria for replacement versus repair and apply it in the development of the contract documents. (I)
4. **Repair/replace the wood siding** using a combination of in-kind replacement, dutchman repair, split siding repair and epoxy consolidation (in a limited application). The wood siding and trim exhibits wholesale paint loss making assessment of the conditions of the siding difficult. It is anticipated more repairs than are currently obvious will be present once surface preparation is complete, and therefore sufficient allowances should be provided for in the contract documents. (I)
5. **Restore and repair the west (historic front) entrance porch** including but not limited to replacement of stairs and repair of the columns, wood decking, porch ceiling, and related trim. Also, install a vapor barrier and gravel under the porch to lower moisture levels, which may be a contributing factor to the paint loss at the deck. As noted previously, install a new lead-coated copper flat-seam roof with built-in gutter. Thoroughly surface prepare and paint all painted elements of the porch. Apply a porch stain to the deck. (I)
6. **Restore the east (main) entrance porch** with dutchman repairs and epoxy consolidation where the frames, panels and mullions exhibit deterioration. Thoroughly remove all paint at the wood deck and apply a porch stain that will better stand the foot traffic. Thoroughly surface prepare and paint all painted elements of the porch. (I)
7. **Restore the south enclosed porch including the windows and door** with dutchman repairs and epoxy consolidation of deteriorated sections including skirt board and other trim. Install new glazing putty at all of the windows and doors. Replace deteriorated and heavily wood grained decking. As noted previously, install a new lead-coated copper flat-seam roof with built-in gutter. Thoroughly surface prepare and paint all painted elements of the porch. (I)
8. **Remove all sealant** at building junctures and between the masonry and window and door frames at the masonry openings and **install new joint sealants.** (I)
9. **Repair the existing exterior doors**, which are generally in overall good condition and require minor epoxy consolidation and split panel repairs. Doors should be removed, receive proper surface preparation, joint tightening, prime, and finish paint. (I)
10. **Surface prepare, prime, and finish paint metal bulkhead enclosure.** (I)
11. **Restore the existing wood windows and frames** using traditional wood conservation techniques. This work includes glass replacement, removal of glazing putty and installation

of new glazing putty, dutchman repairs, epoxy consolidation, and tightening of joints at the frames and sashes, and surface preparation and finish painting of sashes, typically. There are a number of sashes and frames that will require significant repairs and in-kind replacement of rails, muntins, wood sills, and related work prior to the application of new finishes. **All windows should be made operable, and hardware repaired / replaced to operable condition.** (I and I - Bid Alternate)

12. **Install new interior storm windows.** They should be made of glass, have operable sashes, and incorporate screens. (I)
13. **Restore the existing wood shutters** with minor epoxy consolidation for shutters in good condition and full replacement for shutters in poor condition. Repair and reuse existing hardware, and surface prepare, prime and finish paint the wrought iron hardware. Consider installing painted lead-coated copper caps at the tops of the shutters to prevent moisture migration through the wood. (I)
14. **Surface prepare, prime, and two-coat finish paint wood siding, trim, doors, sashes, shutters, and other related painted elements of the exterior.** As noted, the paint is failing and there are currently several layers of paint on the siding and trim, etc. that may be lost as a result of surface preparation. Typically, the recommendation is to retain the historic paint layers; however, based on the conditions the high number of layers appears to be a contributing to the current conditions. Conduct a paint analysis for record purposes prior to surface preparation. (I)

Interior Recommendations

General

- Much of the interior is in overall good condition with specific areas of deterioration related primarily to the two fireplaces at the west building section. The repairs recommended for these fireplaces and several piers in the basement will cause significant disruption so it would be the best opportunity to not only undertake the structural repairs and repair the finishes related to the structural work, but to also undertake any other repairs and thoroughly paint the interior, address deficiencies in the HVAC and lighting systems.

Structure

- Due to the nature of the deterioration at the **southwest parlor fireplace, it will have to be removed. A new foundation will be installed and rebuilt from the basement to above the roofline.** *In addition to this work, the hearth beam will have to be replaced and there may be some structural framing repairs at the second-floor and third-floor framing around the fireplace.* (I)
- **The northwest parlor fireplace can remain in place, but a wall will have to be built within the crawlspace** and around it to prevent additional undermining of the foundation, which is currently occurring. *Anticipate repair of the hearth beam at the fireplace at the first-floor framing.* (I)
- **Install new footings at the existing piers** running west to east in the north crawlspace. (I)

Basement

- See structural upgrades above.

First Floor

- Northwest parlor – At the completion of all structural repairs (I):
 - Repair and replace the underlying wood flooring as part of structural repairs and install new carpeting.
 - Repair all plaster finishes in-kind using traditional crack repair methodologies.
 - Repair the splits in the fireplace surround, surface prepare, prime, and two-coat finish paint.
 - Repair the split in the marble hearth.
 - Reinstall the marble surround.
 - Retain the iron fire back; reattach with concealed anchors as needed.
- Southwest parlor – As part of the structural repairs (I):
 - Carefully remove the wood fireplace mantel, the brick in the fireplace box, the brick that composes the surround, and the brick of the hearth using only hand tools and salvaged for reinstallation.
 - Carefully remove the flooring, ceiling finishes, and wall finishes in order to provide a working area/access to rebuild the fireplace. All cutting shall be conducted with care with true and clean lines.
- At the completion of all structural repairs (I):
 - Reinstall all decorative elements of the fireplace including but not limited to plaster, mantel, brick hearth, firebox, and surround.
 - Repair all plaster finishes in-kind using traditional crack repair methodologies.
 - Repair and replace the underlying wood flooring as part of structural repairs and install new carpeting.
 - Adjust the doors and door openings to true and plumb to the extent practical.
 - Reinstall the ceiling finishes, which appear to be gypsum board.
- Repair plaster wall and gypsum board ceilings in adjacent rooms upon completion of the structural repairs and rebuilding of the fireplace. Prime and two-coat finish all plaster and gypsum board wall and ceiling repairs. (I)
- Consider touch-up scraping and paint removal where deteriorated at interior windows, doors, trim and related material fabric, touch-up prime and two-coat finish paint all interior trim, window and door surrounds, and related elements at the first floor. (II or III)
- Consider touch-up sanding, spot priming, and two-coat finish paint at first floor walls and ceilings. (II or II)

Second Floor

- Planning Office – As part of the structural repairs (I):

- Carefully remove the wood fireplace mantel. The balance of the fireplace is covered but it is anticipated it will have a similar brick fireplace box, brick surround, brick hearth, all of which shall be removed using only hand tools and salvaged for reinstallation.
- Carefully remove the flooring, ceiling finishes, and wall finishes in order to provide a working area/access to rebuild the fireplace. All cutting shall be conducted with care with true and clean lines.
- At the completion of all structural repairs (I):
 - Reinstall all decorative elements of the fireplace including but not limited to plaster, mantel, brick hearth, firebox and surround.
 - Repair all plaster finishes in-kind using traditional crack repair methodologies.
 - Remove, store, and reinstall the carpet.
 - Adjust the doors and door openings to true and plumb to the extent practical.
 - Reinstall the ceiling finishes, which appear to be gypsum board.
- Repair plaster wall and gypsum board ceilings in adjacent rooms including the halls and stairs upon completion of the structural repairs and rebuilding of the fireplace. Prime and two-coat finish all plaster and gypsum board wall and ceiling repairs. (I)
- Consider touch-up scraping and paint removal where deteriorated at interior windows, doors, trim and related material fabric, touch-up prime and two-coat finish paint all interior trim, window and door surrounds, and related elements at the first floor. (II or III)
- Consider touch-up sanding, spot priming, and two-coat finish paint at first floor walls and ceilings. (II or III)

Third Floor and Attic

- Since there are no uses or public access above the second floor, little to no work is required other than to **install additional fasteners at the rafters and plate connections**. (I-II)
- Consider a thorough cleaning, patching any holes in finishes, and priming and two-coat finish painting all painted surfaces. (Maintenance)

HVAC Systems

- At a minimum, **rework the ductwork associated with the first floor HVAC system to improve efficiency and to avoid conflicts with the new structural components**. (I)
- In the long term, it is advisable to have the entire system evaluated in more detail, including conducting a testing and balancing report to determine the appropriate means of improving the system either through major adjustments or full replacement in a systematic manner. (II or III)

Electrical and Lighting

- Consider changing the recessed lighting in the office space to newer, more energy efficient lighting either of the same type or a different type that focuses more on task lighting. This can be accomplished on a room-by-room or floor-by-floor basis as timing and funding permits. (II or III)

B. HISTORIC PRESERVATION GRANT REQUIREMENTS

Contractor Pre-Qualifications and Bidding:

In accordance with the requirements of the Preserve New Jersey Historic Preservation Fund Grant agreement, the consultant will be responsible for assisting the Commission with the process of pre-qualifying construction contractors prior to bidding.

A sample pre-qualification form is available here:

- https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/Sample%20Prequal%20Regulations%20-%20NJ%20Historic%20Trust.doc

The consultant will then assist the Commission in the bidding process amongst the pre-qualified contractors.

Additional details regarding this process and other Grant funding requirements, can be found in the D-1 Scope of Work (Attachment D) and the Capital Grant Manual provided by the New Jersey Historic Trust, available online at:

- <https://www.nj.gov/dca/njht/documents/programs/preservenj/Capital%20Grant%20Manual.pdf>

Archaeological Considerations:

The Pinelands Commission staff archaeologist will work closely with the chosen consultant during the Design development in order to avoid any potential for disturbance to archaeological resources associated with the Fenwick Manor. If complete avoidance is not possible, the proposed disturbances will be minimized to the greatest extent possible.

It is anticipated that archaeological monitoring will be required during certain construction activities where preceding investigations are not possible due to safety concerns, access, or other constraints. As feasible, the staff archaeologist will be available to conduct any archaeological investigations and construction monitoring that are required throughout the project. Should the scope of archaeological activities be found to exceed the staff archaeologist's availability, an allotment should be factored into the consultant's fees for procuring an archaeological consultant to assist in archaeological tasks.

Project Deliverables:

The consultant will be responsible for providing all of the information required to prepare a project completion report, including:

- Narrative descriptions with photographs of all completed work;
- Drawings, specifications, reports, and other records documenting the work;
- As-built drawings of all phases of work;
- Charts showing work completed and actual money spent;
- Names of contracted firms with duties identified;
- Final employment figures;

Attachment D contains examples of project deliverables checklists multi-phased projects. The Consultant should review the Scope of Work provided by the New Jersey Historic Trust for more information on its requirements, included as **Attachment E**.

C. PERMITTING AND APPROVALS

The consultant will be responsible for applying for and obtaining all necessary permits and approvals required to complete the work described in this RFP.

The Consultant shall complete an “Application for Project Authorization Under the New Jersey Register of Historic Places Act” and submit it to the State Historic Preservation Office for review and approval prior to securing the required UCC permits.

The “Application for Project Authorization Under the New Jersey Register of Historic Places Act” can be found at: http://www.nj.gov/dep/hpo/2protection/sr_revapp_min.pdf.

D. MEETINGS AND PRESENTATIONS

Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the proposed solutions. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall be the responsibility of the Consultant to arrange and require all critical Subconsultants to be in attendance at the design review meetings. The consultant shall record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those individuals specified to be on the distribution list by the Project Manager.

Presentations:

The minimum number of public presentations to be completed during Pinelands Commission regularly scheduled meetings is identified below:

- Design Phase: One (1) oral presentation at phase completion.
- Construction Phase: One (1) oral presentation at phase completion

VIII. SITE VISIT

A pre-bid site visit to the Fenwick Manor is strongly recommended as it will help bidders gain a better understanding of the space, site constraints and existing conditions of the building. The Commission will hold an “open house” for any bidder’s interested in touring the building/property on **Wednesday February 12, 2024**, between the hours of 8:00 am and 4:00 pm.

As the building is an active office space for Commission employees, bidders who cannot attend during the open house are still encouraged to visit the property although access may be limited.

IX. SUPPLEMENTAL DOCUMENTATION

Copies of the following documents will be available on the RFP website,
<https://www.nj.gov/pinelands/about/business/>, from the project announcement through the Proposal Due date.

- Brady, Barry J.
 - 1990 *Fenwick Manor National Register of Historic Places Registration Form*. Pinelands Commission Offices, Pemberton Township, New Jersey. Received- September 17, 1990; Entered into the National Register- October 25, 1990.
 - 1992 *A Cultural Resource Survey of “Fenwick Manor,” Block 846, Lots 1.01 and 1.02, 15 Springfield Road, Pemberton Township, Burlington County, NJ*. Pinelands Application No. 1985-0426.002.
- Lammey & Giorgio
 - 1996 *Barrier Free Renovations for Pinelands Commission Office, New Lisbon, New Jersey*. DBC No. P0770-00, revised December 13, 1996.
 - 2004 *Building Renovations to Pinelands Commission, New Lisbon, New Jersey*. DPMC No. A0938-00, revised February 18, 2004.

X. IMPORTANT DATES/TIMES

Project Initiation – Wednesday, February 5, 2025

Site Visit – Wednesday, February 12, 2025 (8:00 am – 4:00 pm)

Questions Due – Friday, February 21, 2025 (by 4:00 pm)

Questions/Answers Posted on website – Wednesday, February 26, 2025 (by 4:00 pm)

Proposals Due – Wednesday, March 5, 2025 (by 4:00 pm)

XI. PROPOSAL EVALUATIONS

All proposals will be reviewed by an Evaluation Committee and given a score pursuant to the following criteria:

- Consultant Team Credentials/Qualifications (40%):
The proposals will be evaluated on the consultant team's experience completing projects of similar scope that conform to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The proposal must include resumes for the consultant team leader in addition to all key consultant team personnel who will engage in the work described in the Scope of Services, illustrating background and relevant experience.
- Project Approach/Schedule (40%):
Proposals must include a detailed project schedule and narrative summaries describing the consultant's knowledge of the building and proposed approach for each phase of the project. Each proposal will be evaluated on its clarity and comprehensiveness of scheduling, organization and overall approach.
- Cost (20%):
Finally, the proposals will be evaluated on the consultant's total lump sum fee to complete the services described throughout this RFP.

The Commission reserves the right to request information subsequent to the submission of any of the proposals, if necessary. Interviews may be conducted, at the option of the Evaluation Committee, with any or all of the firms submitting a proposal. Although clarification of information and interviews may take place, all proposals should strive to be as complete and comprehensive as possible. A contract may be awarded without interviews or further discussion. The Pinelands Commission will select the individual/firm whose proposal is deemed most advantageous to the Commission, price and other factors considered.

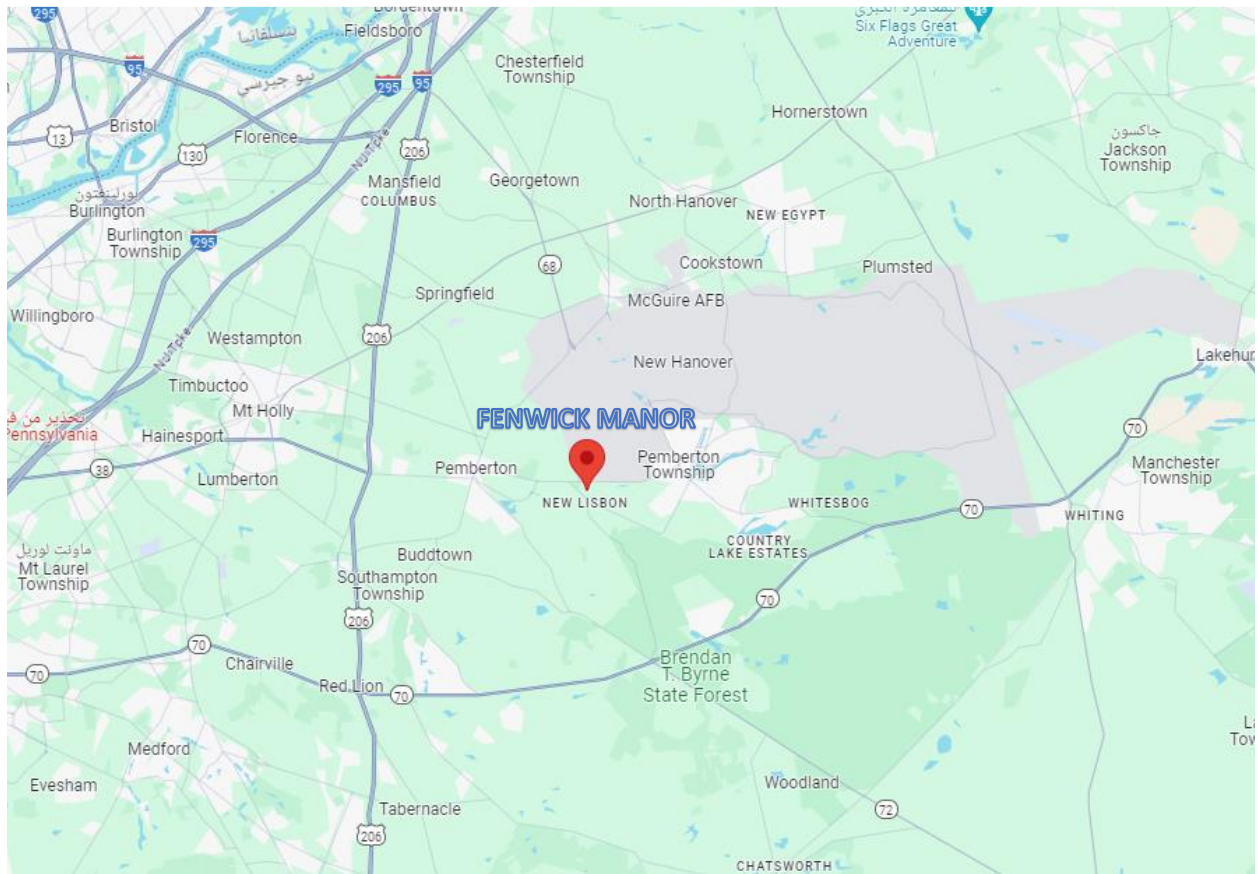
After its receipt and initial evaluation of proposals, the Pinelands Commission reserves the right to negotiate with any number of bidders.

XII. ATTACHMENTS

- A. PROJECT LOCATION MAP
- B. HISTORIC PRESERVATION PLAN (CONNOLLY & HICKEY)
- C. SAMPLE PROJECT SCHEDULE
- D. PROJECT DELIVERABLES CHECKLISTS
- E. D-1 SCOPE OF WORK (HISTORIC TRUST)
- F. TERMS AND CONDITIONS / FORMS

ATTACHMENT A

PROJECT LOCATION MAP



ATTACHMENT B

FENWICK MANOR HISTORIC PRESERVATION PLAN

HISTORIC PRESERVATION PLAN

FENWICK MANOR

15 Springfield Road

Pemberton Township, Burlington County, New Jersey

FOR

Pinelands Commission

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Pemberton Township, New Jersey 08068

BY

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Project No. 2250C

FINAL: 20 February 2024

HISTORIC PRESERVATION PLAN



FENWICK MANOR

PEMBERTON TOWNSHIP
BURLINGTON COUNTY, NEW JERSEY

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Frontispiece: View of Fenwick Manor looking east. (Connolly & Hickey, 2023)

PROJECT DIRECTORY

PROJECT

HISTORIC PRESERVATION PLAN
FENWICK MANOR
15 Springfield Road
Pemberton Township, Burlington County, New Jersey

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PROJECT DIRECTORY

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CONDITIONAL STATEMENT

The statements and opinions expressed herein are solely for the use and information of the New Jersey Pinelands Commission. The opinions reflect the professional judgment of Registered Architects and Professional Engineers performing services that are usual and customary. These services are performed with care and skill ordinarily used by other Registered Architects and Professional Engineers when dealing with similar historic structures at the same time and in the same or similar localities. Conclusions drawn in this report are based on those conditions and surfaces that were accessible to the unaided visual observations of the Architect and Engineer. No warranties or guarantees can be inferred from, or implied by, the statements or opinions contained in this report.

EXECUTIVE SUMMARY

The Historic Preservation Plan for Fenwick Manor (Manor) is a preservation planning document that will serve the New Jersey Pinelands Commission (Commission) in planning future preservation and repair work at the building based on the site's historical significance, evolution, and existing conditions. The Historic Preservation Plan summarizes the history and development of Fenwick Manor, analyzes the overall conditions of the building on the exterior and interior, and makes recommendations for repair and upgrade. The plan addresses any conditions and recommendations that will ensure its long-term preservation for continued use as the headquarters of the Commission. Fenwick Manor is two-and-one-half stories tall, five bays wide, and six bays deep with a basement. The building sits along the east side of Springfield Road and is oriented with its front elevation facing west towards Springfield Road. The building is comprised of two portions (western and eastern). The western portion sits on a rubble fieldstone foundation, while the eastern portion rests on a brick foundation. The exterior walls are all wood framed with varying widths of painted wood clapboard siding, and there are Ionic pilasters at the corners of the western portion. The windows are typically a variety of multi-light wood-hung windows, and the exterior doors are typically multiple-light over paneled wood. The windows and doors are set in simple wood surrounds with wood sills.

The **Introduction** identifies the need for the preparation of a Historic Preservation Plan for Fenwick Manor and outlines the scope of the study. It places the Manor in the context of its surroundings within the Pemberton Township, summarizes the significance of the property, and outlines its construction evolution based on the available historical materials and architecture.

The **Conditions Assessment** summarizes the findings of in-field investigations of the exterior and interior including the structural and mechanical, electrical and plumbing (MEP) systems. The significant architectural features of the building are identified and include the juxtaposition of four major building campaigns with the original building positioned to the east and the later Federal addition, positioned to the west, serving as the front and most prominent façade; Federal style features including but not limited to the two-story Ionic pilasters, the front porch with simpler Doric columns, the front entrance door surround with half-round fanlight transom supported by fluted pilasters, and the fanlight at the gable end on the front elevation; and General retention of the plan including the center hall flanked by two front parlors reflective of the Federal period with a wide welcoming center hall among many other exterior and interior features. The conditions range from good to poor with the following key or prominent conditions being as follows:

- New roofing at the primary roofs in overall fair to good condition with open joints at older metal roofing;
- Lack of site drainage from roof runoff;
- The exterior painted surfaces have not been painted since 2004 and it appears that the wood surfaces were not properly prepared at that time so the paint is failing by crazing and falling off in sheets.
- Due to the lack of painting, the building exhibits wood deterioration at select areas of the exterior including the front porch, rear, and side porches.
- The exterior windows and doors exhibit a mix of conditions from good to fair including paint loss, loss of glazing putty, open joints at stiles and rails, and some wood deterioration.
- The stone and brick foundations are in overall good condition with select areas of mortar loss.

EXECUTIVE SUMMARY

- The brick chimneys exhibit heavy soiling (see below for interior conditions at fireplaces) and the flashings are installed in a less than ideal manner with sloppy copper work and sealant application.
- Much of the interior is in overall good condition with specific areas of deterioration related to the undermining of two fireplaces at the west building section and several piers in the crawlspace of the north extensions, where the sliding of the sandy soil is causing the foundations to drop. The most prominent of these is the fireplace in the southwest parlor and the conditions translate from foundation to above the roof line.

The **Treatment Analysis** assesses the building's existing and continued use as office space, with analysis against current code requirements including life-safety. The analysis finds that in 2004 when the building was rehabilitated, all code upgrades for life-safety and barrier-free access were undertaken at that time. As a result of these recent upgrades, no major changes are recommended.

The **Conclusions and Recommendations** draw from the evaluation of the existing conditions and the identified needs. These conclusions and recommendations are based on the information available at the time of this report, and help to form the detailed treatment plan, which is the basis for the estimates of probable cost. The recommendations generally consist of the following, which are not stated in their order of priority and are not inclusive of all recommendations.

- The building exterior requires significant surface preparation to remove older and failing paint prior to applying primer and new finish coats of paint.
- Associated with any exterior finish upgrades will require repair of underlying wooden features, which exhibit rot and loss, through traditional conservation techniques, such as epoxy consolidation, Dutchman repair, and in-kind replacement.
- Such wood repair and painting are also required at the three porches as well as the repair and replacement of the flat-seam metal roofs where open joints are present.
- The foundations require spot repointing with replication mortar.
- The windows and doors, which also exhibit wood rot, paint loss, and glazing putty loss, will require repair using traditional conservation techniques, application of new glazing putty, and painting.
- The chimneys require cleaning and installation of new copper flashings.
- The southwest parlor fireplace will require rebuilding from the foundation to above the roofline.
- The northwest parlor will require the installation of structural upgrades to prevent further undermining of the soil around the base of the fireplace.
- Several piers in the basement will require structural upgrades to prevent further undermining of the soiling at their footings.

The **Recommendations** section presents a conceptual budget of over \$1 million to be undertaken in two to three phases depending on available funding. The priority work is first to address the structural upgrades and the second is to address the exterior conditions, but both activities could be undertaken in a single phase.

1. INTRODUCTION

1.1 Scope of Study and Purpose Statement

The purpose of this report is to provide Pemberton Township (Township) with a plan for the continued use and preservation of Fenwick Manor. The Township sought a proposal from an experienced historic architecture and preservation firm to produce a Historic Preservation Plan for Fenwick Manor and favorably received the proposal submitted by Connolly & Hickey Historical Architects, LLC of Cranford, New Jersey.

The historical overview places Fenwick Manor within a context relating to its place in the history and development of Pemberton Township. Information pertaining to the history and evolution of Pemberton Township and the Manor were obtained primarily from readily-available sources.

This report makes conservation treatment recommendations for the building including at the exterior and interior; the structure; and the mechanical, electrical, and plumbing systems. These recommendations are for preserving the integrity of the building and are presented in a logical manner that endorse performing the work in phases so the Commission can undertake manageable-sized work programs based on available funding.

This report examines the evolution of the building and the evidence of distressed architectural fabric, determines possible remedial actions, projects probable costs, and makes recommendations for action. It is a summary of existing conditions, an exploration of possible treatments, a projection of expenses, and a recommended plan of action. It properly places the current situation in perspective with the history of the structure and its evolution over time. With this information in hand, the Commission can order its priorities, establish a work program, and develop contract documents for repairs. This report is a study and, therefore, does not generate the documents required to execute the repairs mentioned herein. As a planning tool, this Historic Preservation Plan devises the methodology for the Commission to proceed with the restoration and rehabilitation of the building in a logical, well-reasoned manner.

1. INTRODUCTION

1.2 Location

Fenwick Manor is located in New Lisbon, Pemberton Township, Burlington County approximately 25 miles east of Philadelphia and approximately 22 miles southeast of Trenton. It is within the State's Atlantic Coastal Plain, the largest physiographic region in New Jersey, stretching from Sandy Hook to the Delaware Bay. The township is situated on the North Branch of Rancocas Creek and is roughly bound by Joint Base McGuire-Dix-Lakehurst (Joint Base NJ) to the north, Route 206 to the west and County Route 70 to the south and southeast. It is at the northern edge of the Pinelands of New Jersey, with only 10% of the township's northwest portion falling outside it. The Pinelands stretch along the Atlantic Coastal Plain reaching as far west as Medford, south to the Delaware Bay and north to Lakehurst. The Pinelands consist of approximately 2,000 to 2,250 square miles of flat, sandy, acidic soils and constitutes a major part of the Outer Coastal Plain section of the Atlantic Coastal Plain in New Jersey.¹ This core conservation area, which is surrounded by outer protective buffers, is designated as such for the administration of land management techniques within each zone, for the acquisition of property, purchase of development rights, and establishing zoning policies.²

Fenwick Manor is situated along Springfield Road at the geographic center of the township. Springfield Road runs north-south connecting Pemberton Browns Mills Road and Four Mile Road. Pemberton Browns Mills Road is also known as Route 530; and it runs east-west connecting Pemberton Borough and Browns Mills Village. Four Mile Road – which is actually 5.4 miles long – runs northwest-southeast connecting Springfield and Pemberton Browns Mills Roads to a roundabout at the southernmost point of the township. This roundabout connects the aforementioned road with Magnolia Road, Route 70, and Route 72.

The Township of Pemberton consists of approximately 62.5 square miles. It is located in the northern section of Burlington County, on the border of Burlington and Ocean Counties. As of the 2020 U.S. Census, the population of Pemberton is 26,903. Pemberton is bordered by Joint Base NJ, New Hanover Township, Springfield Township, and Wrightstown Borough to the north; Manchester and Plumstead Townships, Ocean County, to the east; Woodland Township to the south; and Easthampton Township to the west. The Township of Pemberton also surrounds the Borough of Pemberton, which is approximately 0.61 square miles, and fall outside of the Pinelands.³

1.2.1 Location Maps

¹ Howard P. Boyd, *Field Guide to the Pine Barrens of New Jersey* (Medford: Plexus Publishing, Inc., 1991), 2.

² Boyd, 66-67.

³ The Pemberton Township Planning Board, *Pemberton Township Burlington County, New Jersey Master Plan*, Ragan Design Group. July 9, 2009.

1. LOCATION MAPS

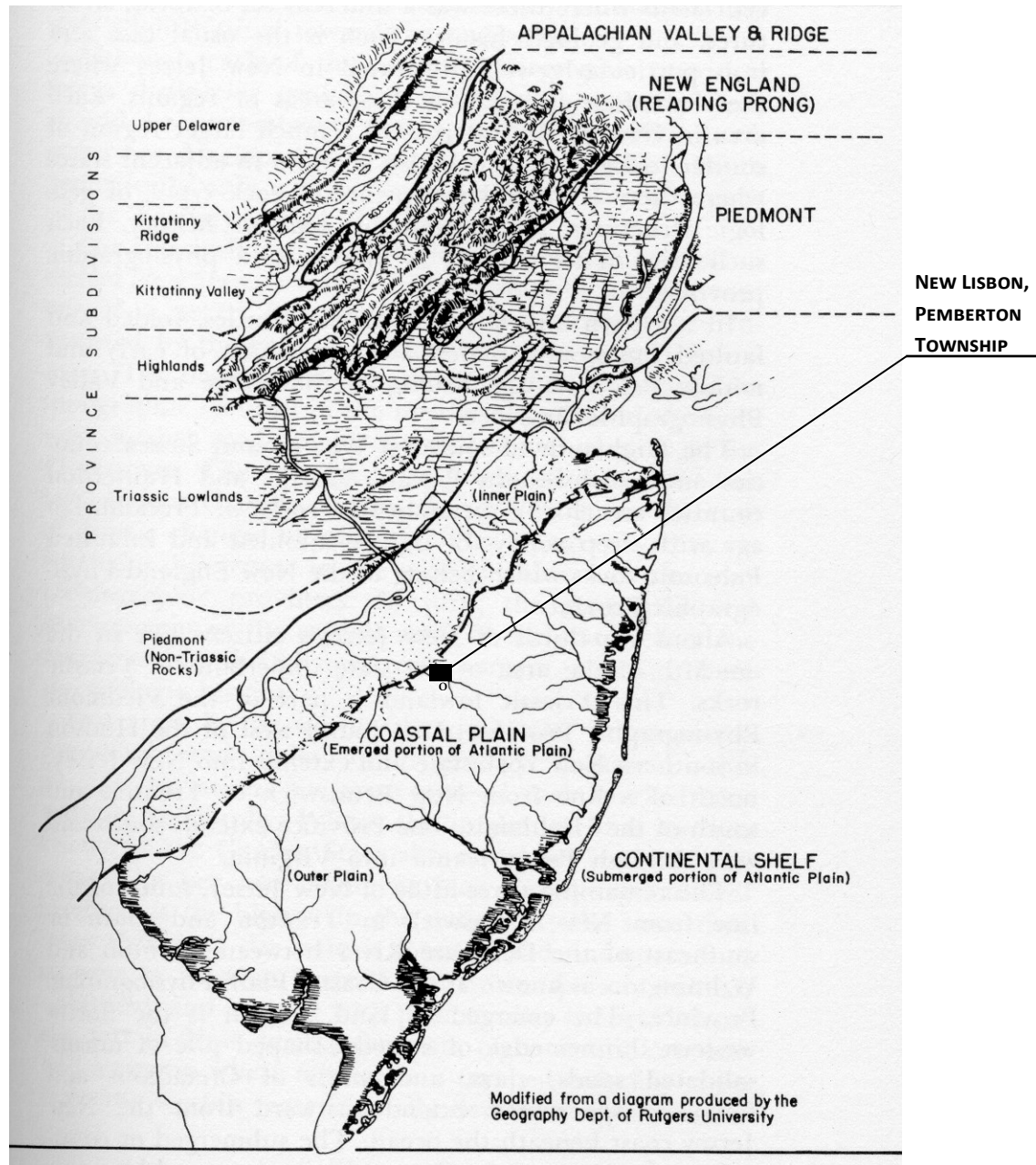
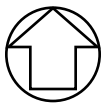


Figure No. 1



Physiographic Location Map

Credit: Geographical Department, Rutgers University. *Physiographic Provinces of New Jersey*. New Brunswick, NJ.

1. LOCATION MAPS

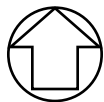
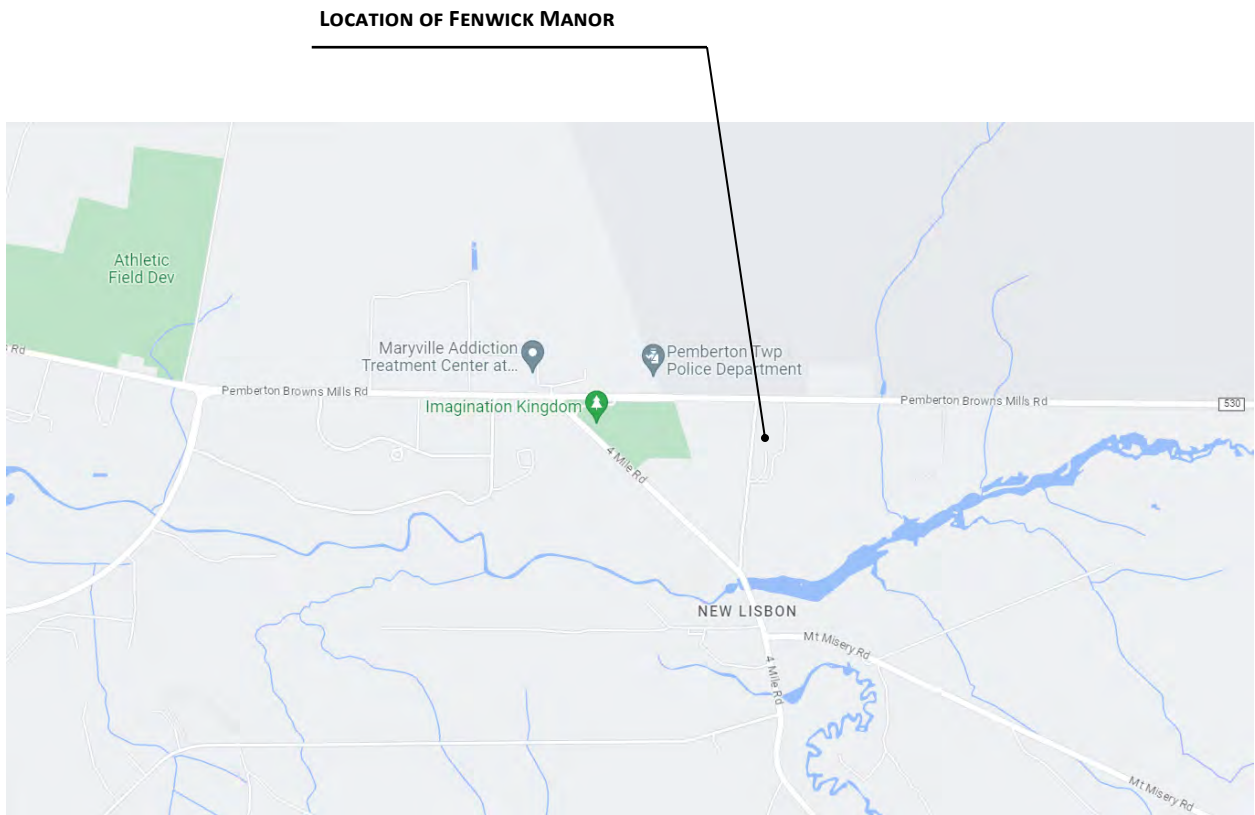


Figure No. 2

Location Map

Credit: *Google Maps*. Imagery ©2023 Maxar Technologies, New York GIS, USDA/FPAC/GEO, Map data ©2023. Accessed May 2023.

1. LOCATION MAPS

LOCATION OF FENWICK MANOR

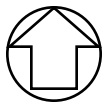
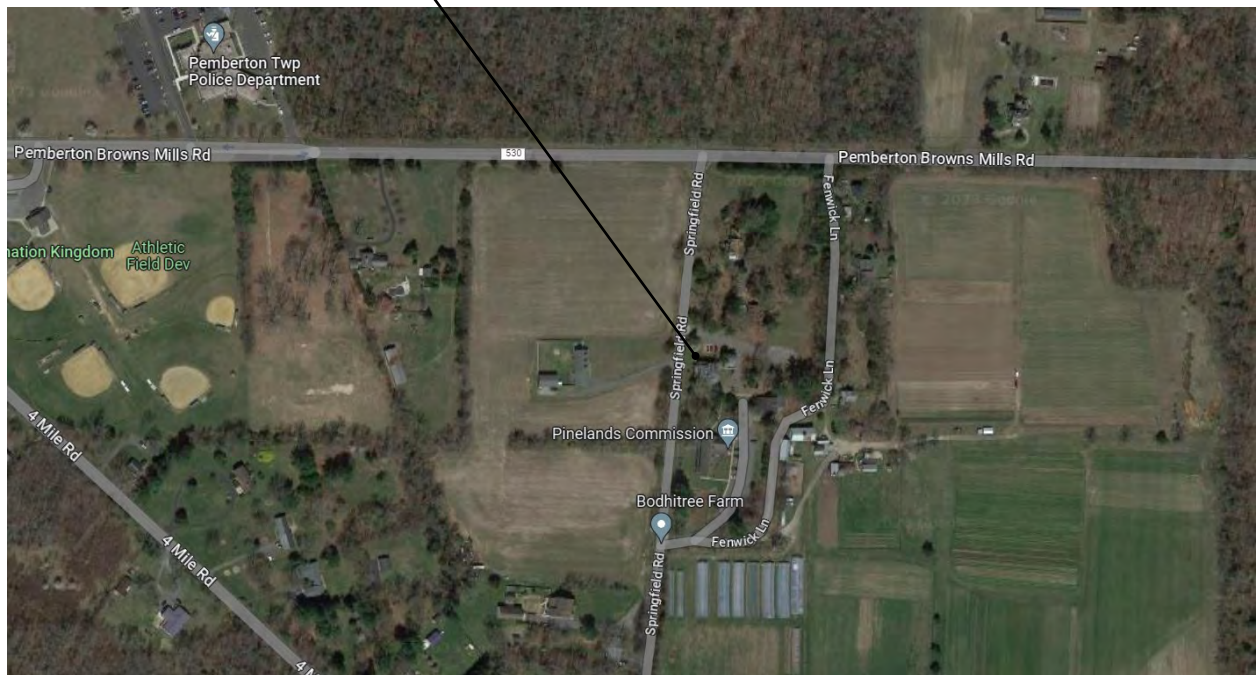


Figure No. 4

Aerial View of New Lisbon, 2023

Aerial view of New Lisbon focusing on the area surrounding Fenwick Manor.

Credit: Imagery ©2023 Google, Imagery ©2023 Maxar Technologies, New York GIS, USDA/FPAC/GEO, Map data ©2023.

2. DEVELOPMENTAL HISTORY

2.1 Historical Overview

2.1.1 Development of Pemberton Township

Before the start of colonization in New Jersey, the Pemberton area was inhabited by the Lenni-Lenape. In 1693, brothers Thomas and William Budd, originally from England, built houses on the North Branch of Rancocas Creek as the first colonial settlers in Pemberton.⁴ In what is now Pemberton Borough, they built farmsteads, gristmills and sawmills.⁵ In 1723, David Budd, a descendant of William Budd, inherited a tract of land to the west of what is today, Hanover Street. On December 1, 1752, Budd sold three one-quarter shares of that tract to Patrick Reynolds, Daniel Smith and Robert Smith, in order to build a new gristmill and sawmill.⁶ This became the New Mills Company, one of the earliest company towns in the American Colonies, and included a company store, mill pond, dam, timber landing and two taverns, in addition to the mills.⁷ Thus, the area that is now Pemberton Borough became known as New Mills. Pemberton Township was originally called Hampton Hanover, as it was situated in both Northampton and Hanover Townships. In 1826, the area adopted the name Pemberton Village after James Pemberton (1723-1809), a Philadelphia shipping merchant who owned land in the village.⁸

In 1759, Thomas Reynolds, the son of Patrick Reynolds, married Elizabeth Budd, the daughter of David Budd.⁹ Due to this marriage, in 1803, Col. Reynolds inherited five-eighths share of the sawmill and one-half share in the gristmill and forge of New Mills, totaling 13 acres. This was then later inherited by Anastatia "Antis" Reynolds, the daughter of Col. Reynolds and his second wife, Mary Ritchie Brian. In 1816, Antis Reynolds married Gen. John Lacy, who had helped build the New Mills Forge in c. 1781.¹⁰ According to the *Pemberton Township Master Plan*, The New Mills Company is considered "the most influential force in the development of Pemberton Township in the" eighteenth century.¹¹

The introduction of the Kinkora Railroad in the 1830s and the Burlington & Mount Holly Railroad in 1863 led to Pemberton's rapid population growth.¹² In 1846, Pemberton Township was incorporated, taking from parts of Northampton and Hanover Townships, as well as Southampton Township, and included the areas of Pemberton Village, New Lisbon, and Browns Mills.¹³ In 1894, Pemberton Village separated from the township and incorporated as a borough.¹⁴ New Lisbon, which is the site of Fenwick Manor, was named for Lisbon, Portugal. Browns Mills became a popular destination for vacationers in the mid-

⁴ Charles S. Boyer, *Early Forges & Furnaces in New Jersey* (Philadelphia: University of Pennsylvania Press, 1931), 142.

⁵ Jim Donnelly, "Pemberton Borough," in *Encyclopedia of New Jersey*, ed. by Maxine N. Lurie and Marc Mappen (New Brunswick, NJ: Rutgers University Press, 2004), 623.

⁶ Boyer, 142.

⁷ The Pemberton Township Planning Board, 161.

⁸ Federal Writers' Project of the Works Progress Administration, *The WPA Guide to 1930s New Jersey*, (New Brunswick, NJ: Rutgers University Press, 1989), 619.

⁹ During the Revolutionary War, Thomas Reynolds was Colonel of the 2nd Battalion of the Burlington County Militia [Boyer, 142-143].

¹⁰ Boyer, 143-144.

¹¹ The Pemberton Township Planning Board, 161.

¹² The Pemberton Township Planning Board, 167.

¹³ Jim Donnelly, "Pemberton Township," in *Encyclopedia of New Jersey*, ed. by Maxine N. Lurie and Marc Mappen (New Brunswick, NJ: Rutgers University Press, 2004), 623.

¹⁴ Donnelly, "Pemberton Borough," in *Encyclopedia of New Jersey*, 623.

2. DEVELOPMENTAL HISTORY

nineteenth century, attracted to outdoor recreational opportunities, especially at Mirror Lake. In 1916, subscribers to the *Philadelphia Press* could purchase 20 x 80 foot lots to build summer homes in Browns Mills.¹⁵ Many owners later chose to move there permanently, helping Browns Mills' population to grow from 75 in 1882¹⁶ to 255 by the early 1930s.¹⁷ As the area was popular among people suffering from Tuberculosis and respiratory illnesses, Browns Mills was selected for the Deborah Heart and Lung Center in 1922.¹⁸ Another healthcare facility in the Township is the Buttonwood Behavioral Health Hospital, which got its start in 1800 as the Burlington County Alms House, the first of its kind in the state.¹⁹ It is located to the west of the present-day Pemberton Township Municipal Building and less than one mile from Fenwick Manor.

During World War I, the United States established 13 camps for training soldiers. Camp 13 was constructed in Wrightstown Borough, just north of Pemberton Township. This location was chosen due to its proximity to the Pennsylvania Railroad, Trenton, Philadelphia, and New York City. On June 1, 1917, Company C of the 26th New Jersey Engineers began constructing the camp under the direction of Cpt. George W. Mulheron and Maj. Harry C. Williams. On July 18, 1917, the camp was officially named Camp Dix, after the Civil War Mg. John Adams Dix.²⁰ The site included over 5,000 acres and 1,665 buildings with barracks to accommodate 70,000 people and stables for 7,000 horses and mules. People came to populate the Camp Dix vicinity, including Pemberton Township, to open businesses that soldiers and visitors could patronize, furthering the development of the area.²¹

Even in its early days, Camp Dix had running water, electricity and grew its own food. The water was pumped in from New Lisbon and the electricity came from Burlington.²² The training center has changed names and expanded over the years, now encompassing sites like the old Hanover Furnace. Between 1933-1941, over 200,000 members of the Civilian Conservation Core trained here and built the Fort Dix Army Air Base.²³ Since October 1, 2009, it has been known as Joint Base McGuire-Dix-Lakehurst (Joint Base NJ).

2.1.2 Pinelands Physiography and Ecology (in brief)

The Pinelands consists of approximately 2,200 square miles of generally flat, sandy, acidic, and sterile soils from one to ten miles inland from the Atlantic Ocean coastline. The Pinelands once ranged from Asbury Park to Cape May County; although it is much reduced in size, it still constitutes much of the outer section of the Atlantic Coastal Plain in New Jersey. The soil of the Pinelands supports many forms of plant life, including pine and beech trees, along with oaks and cedars, and with an understory of

¹⁵ The Pemberton Township Planning Board, 161.

¹⁶ S. Fred Boyd, *Boyd's Burlington County Directory. For 1881-82* (Philadelphia: The Boyd Publishing Co., 1882), 234.

¹⁷ Federal Writers' Project of the Works Progress Administration, 619.

¹⁸ The Pemberton Township Planning Board, 161.

¹⁹ Whitesbog Preservation Trust, "Mike Tamn --- Harvesting Stories (2022)," YouTube, September 7, 2022, video, 8:59, <https://www.youtube.com/watch?v=peAEGqJNBZc>.

²⁰ Stephen G. Melly, "Camp Dix: 95 Years of Army Heritage," Joint Base McGuire-Dix-Lakehurst, July 18, 2014, <https://www.jbmdl.jb.mil/News/Article-Display/Article/826576/>.

²¹ John T. Cunningham, *New Jersey: America's Main Road* (Garden City, NY: Doubleday & Company, Inc., 1976), 272.

²² Melly.

²³ Donald E. Bender, "Fort Dix," in *Encyclopedia of New Jersey*, ed. by Maxine N. Lurie and Marc Mappen (New Brunswick, NJ: Rutgers University Press, 2004), 284.

2. DEVELOPMENTAL HISTORY

primarily heath-like shrubs including cranberries, huckleberries, and blueberries. The physiography and ecology of the Pinelands has greatly contributed to the history of Fenwick Manor. The soils of the Pinelands consist largely of coarse sands and gravels, high in iron content but low in calcium, magnesium, and potash. The two upper geological formations – the Cohansey and Kirkwood formations – are layers consisting of sands and silt deposited when the ocean covered the area approximately 100-140 million years ago.

The Pinelands is laced with streams and rivers of acidic, amber-colored water, which derives its color from high amounts of iron oxide solution and tannin from decayed vegetation. All the streams of the Pinelands originate from groundwater discharge from slowing-moving surface water of the Cohansey aquifer – a water-table reservoir that serves as the principal upper aquifer. The Cohansey aquifer and the Kirkwood formation directly below it together contains as much as 17 trillion gallons of water.²⁴ The flat terrain contributes to the slow-moving waters in its streams, swamps and bogs, and also limits the number of lakes and ponds.²⁵

The Pinelands was slow to populate due to its lack of arable land and difficult to navigate waterways. As this area was mostly filled with pine, oak, and cedar trees, lumber and lumber-related industries were the first economic pursuits to take hold in the eighteenth century. Products made from these trees included ships, cedar shakes, charcoal, pitch, and tar.²⁶ Populations were typically clustered around company towns centered on waterways. During the eighteenth and nineteenth centuries, the most commonly found ethnic groups were Irish, Italian, English, German, and Jewish. The twentieth century saw waves of African American and Russian migration.²⁷

The Pinelands is susceptible to forest fires, which is important to much of its ecology. The Lenape discovered the importance of conducting intentional burns, caring for various plant species without significantly endangering human life.²⁸ Colonization brought an end to this practice, resulting in numerous devastating wildfires throughout the following centuries. It was not until 1947 that the New Jersey Division of Parks and Forestry adopted a policy on controlled burns.²⁹ This, however, has not completely eradicated the occurrence of wildfires.

In 1978, the National Parks and Recreation Act was passed, resulting in the creation of the Pinelands National Reserve. The Pinelands Protection Act was passed the following year, establishing the 938,000-acre Pinelands Protection Area within the 1.1-million-acre National Reserve. This act also created the Pinelands Commission, headquartered in Fenwick Manor.³⁰ During the late 1970s, the Pinelands

²⁴ New Jersey Geological Survey, Trenton, NJ, cited in Howard P. Boyd, 10.

²⁵ Howard P. Boyd, 5; 11.

²⁶ State of New Jersey, Comprehensive Management Plan for the Pinelands National Reserve (National Parks and Recreation Act, 1978) and Pinelands Area (New Jersey Pinelands Protection Act, 1979), Brendan Byrne, New Lisbon, NJ: Pinelands Commission, 1980, 103-104.

²⁷ State of New Jersey, 107.

²⁸ Charles A. Stansfield Jr., *A Geography of New Jersey: The City in the Garden* (New Brunswick, NJ: Rutgers University Press, 1998), 58.

²⁹ Silas Little, "Fire and Plant Succession in the New Jersey Pine Barrens," in *Pine Barrens: Ecosystem and Landscape*, ed. Richard T. T. Forman (New Brunswick, NJ: Rutgers University Press, 1998), 298.

³⁰ New Jersey Pinelands Commission, *Pinelands Facts*, (New Lisbon, NJ: December 6, 2021).

2. DEVELOPMENTAL HISTORY

contained 9.4% of the state's agricultural land while accounting for one-quarter of its agricultural economy.³¹ The majority of the agricultural land was dedicated to cranberry and blueberry cultivation.

2.1.3 Bog Iron History (in brief)

As agriculture was unsuitable in most of the Pinelands, its major industry in early American history was bog iron production. Bog ore, also known as meadow ore, is a type of limonite iron ore commonly found in southern New Jersey.³² Iron salts and marl found in streams react with decaying vegetation to form bog iron.³³ This process creates iron stone layers that can be 18-24 inches thick.³⁴

The first known use of bog iron was by Native Americans, who mixed it with bear grease in order to create face paint.³⁵ The Tinton Falls Iron Works, started in 1675, was one of the first ironworks in New Jersey and the first to process bog iron.³⁶ The main resources that ironworks required – in addition to iron ore – were water, for hydropower; wood, for charcoal; and lime, for flux. The latter was used to “separate impurities and promote fusion of the” iron.³⁷ This made the Pinelands an attractive site for dozens of ironworks as it had an abundance of trees and numerous navigable waterways, which provided hydropower, lime-rich seashells and oyster shells, and transportation routes to markets.

The iron industry in southern New Jersey lasted primarily between 1765-1865, with 30 ironworks operating in the Pinelands during this time. Most of these ironworks were centered around company towns, which helped to populate the Pinelands.³⁸ On average, bog ironworks properties owned twenty 1,000-acre woodlots that were rotated through monthly for the production of charcoal. Bog iron was also a renewable resource, with bog-ore beds replenishing in as little as 20 years under ideal conditions.³⁹

Times of war greatly helped the bog iron industry, as forges could create weapons and munitions. The French & Indian War and Revolutionary War helped to initially popularize the industry,⁴⁰ but the War of 1812 was responsible for its greatest boom.⁴¹ However, by the mid-nineteenth century, most ironworks in the Pinelands has closed operations. With the discovery of anthracite coal in Pennsylvania in the 1840s and the creation of canal rail networks connecting coal mines to northern New Jersey ironworks and mines, the charcoal-using bog ironworks could no longer compete.⁴²

³¹ State of New Jersey, 130.

³² Boyer, 2.

³³ James P. Johnson, *New Jersey: History of Ingenuity and Industry* (Northridge, CA: Windsor Publications, Inc., 1987), 47.

³⁴ Boyer, 89.

³⁵ Howard P. Boyd, 25.

³⁶ Arthur D. Pierce, *Iron in the Pines: The Story of New Jersey's Ghost Towns and Bog Iron* (New Brunswick, NJ: Rutgers University Press, 1984), 10.

³⁷ Stansfield Jr., 66.

³⁸ State of New Jersey, 106.

³⁹ Boyer, 1-2.

⁴⁰ Pierce, *Iron in the Pines*, 10.

⁴¹ Pierce, *Iron in the Pines*, 135.

⁴² State of New Jersey, 104.

2. DEVELOPMENTAL HISTORY

2.1.4 Cranberry History (in brief)

Cranberries are one of the most important agricultural crops to grow in the Pinelands. Although European settlers knew of the wild berry since the early-seventeenth century, and the Native Americans long before then, it was not until the early-nineteenth century that cranberry cultivation began in the United States.⁴³ On November 10, 1789, the New Jersey Council and General Assembly passed An Act for the Preservation of Cranberries. This prohibited the act of picking cranberries on land that is not one's own between June 1st and October 10th. Violators had to pay a fine of 20 shillings (£1) plus 20 shillings per bushel picked.⁴⁴

The first known instance of cranberry cultivation occurred in 1816 in Cape Cod, Massachusetts.⁴⁵ In 1825, cranberry cultivation began in New Jersey, specifically in the Pemberton vicinity.⁴⁶ The following decade, the state's first commercial cranberry bogs were started near Vincenttown at Burr's Mill Pond.⁴⁷ Due to the Pinelands' sandy and acidic soil, not much was able to grow there easily. However, the sections of the biome where the water table is high are optimal for cranberry cultivation. Consequently, the vast majority of the state's cranberry bogs from the nineteenth to twenty-first centuries are located in the Pinelands, particularly Burlington County. As the bog iron industry declined and word of this successful agricultural pursuit spread, by 1857 New Jersey became the number one producer of cranberries in the country. New Jersey fell to second place in 1877 after Massachusetts, and in 1939 Wisconsin surpassed both states. Since then, New Jersey has typically held third place, occasionally falling to fourth behind Oregon and ahead of Washington.⁴⁸

On April 25, 1873, the New Jersey Cranberry Growers' Association was organized in Pemberton. The objective of this association was to support cranberry cultivators, facilitate sales, establish standardized packaging requirements, and collect data.⁴⁹ Cranberries were particularly popular among ship chandlers, as they are a good source of vitamin C to stave off scurvy. They were later replaced by oranges with the onset of refrigeration.⁵⁰

Cranberries are harvested in September and October and – before the invention of water harvesting in the 1960s – was a labor-intensive activity.⁵¹ Every year, seasonal laborers from cities like Camden and Philadelphia would come to the cranberry bogs to pick berries.⁵² In Pemberton, these laborers were typically Italian immigrants who primarily worked in the woolen mills of South Philadelphia.⁵³

⁴³ James E. Applegate, Silas Little, and Philip E. Marucci, "Plant and Animal Products of the Pine Barrens," in *Pine Barrens: Ecosystem and Landscape*, ed. Richard T. T. Forman (New Brunswick, NJ: Rutgers University Press, 1998), 31.

⁴⁴ Pierce, *Iron in the Pines*, 228.

⁴⁵ Applegate, Little, and Marucci, "Plant and Animal Products," in *Pine Barrens*, 31.

⁴⁶ State of New Jersey, 130.

⁴⁷ State of New Jersey, 106.

⁴⁸ Applegate, Little, and Marucci, "Plant and Animal Products," in *Pine Barrens*, 31.

⁴⁹ "N. J. Cranberry Growers' Association," *Monmouth Democrat*, August 14, 1873, 3.

⁵⁰ Johnson, 351.

⁵¹ Howard P. Boyd, 35.

⁵² Federal Writers' Project of the Works Progress Administration, 620.

⁵³ Sally Friedman, "Whitesbog Journal; In Abandoned Village, Twofold Restoration," *New York Times*, June 27, 1993.

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New Jersey's cranberry production peaked in 1910 and was soon after greatly diminished by false blossom disease. This disease was spread by the blunt-nose leafhopper and affected the state's bogs between 1915 and 1926.⁵⁴ Cranberry production was hurt even further by World War I, the Great Depression, and World War II. By the early 1940s, the demand for cranberries recovered from the Great Depression; however, the supply for the general market had not kept up, resulting in skyrocketing prices. This forced the War Food Administration and Office of Price Administration to create price controls for the berries. The price for one barrel (96 lbs) in 1943 was \$16.20, in 1944 was \$24.20, and in 1945 was \$19.40. This price control went away after the end of World War II, so in 1946 the cost of one barrel was \$32.20.⁵⁵ In 2021, New Jersey had 2,900 acres dedicated to cranberry cultivation. While the state came in third for overall production, it came in first for yield per acre and second for price per barrel.⁵⁶

2.1.5 Benjamin Jones, Ironworks, and the Kinkora Railroad

In 1791, Clayton Earl, Joseph Howell, and Gen. Lacey each purchased one-quarter interest in the Hanover Tract from Joseph Ridgeway for a combined value of £1,150. This tract was located in the northeast portion of present-day Pemberton Township at Hanover Lake, which is part of the North Branch of Rancocas Creek. Ridgeway made these sales on the condition that they would build an iron furnace; Hanover Furnace was constructed in 1792. On May 23, 1792, a new road was surveyed between Hanover Furnace and New Mills (Pemberton Browns Mills Road/ Hanover Boulevard/Range Road). On October 11, 1792, Samuel Howell Jr. (1749-1803) purchased a one-quarter interest in the Mount Misery Saw Mills and Hanover Tract for £2,000.⁵⁷ Howell Jr. and his father, Samuel Howell Sr. (1722-1807), were both prominent citizens of Philadelphia.⁵⁸ In 1771, Howell Jr. married Margaret Emlen (1750-1822), and together they had three children, Mary (1778-1836), Susan (1788-1824), and Hannah Howell (1789-1872). When Howell Jr. died in 1803, his holdings were willed to his daughter Mary, who had married Benjamin Jones (1767-1849) in 1797. From 1808-1811, Jones acquired the entirety of Hanover Furnace, which totaled 800 acres.⁵⁹ This was the first of several ironworks that Jones owned, including the Cumberland Furnace, Gloucester Furnace, Lisbon Forge, and Mary Ann Forge.

Benjamin Jones was born in 1767 to Joseph Jones (1739-1768) and Sarah Walter Jones. For much of his life, his primary residence was at 267 Chestnut Street, Philadelphia. He and his wife, Mary Howell Jones, had six children together, they were Ann (1806-1883), Richard (1812-1890), Mary (1814-1887), Harriet "Hal" (1816-1855) Samuel (1818-1883), and Benjamin Jones Jr. (1821-1883).

Hanover Furnace made a variety of iron products, including sad irons (clothes iron), stoves, pig iron, fireplace backs, and water pipes. During the War of 1812, it produced shells, cannons, and

⁵⁴ Applegate, Little, and Marucci, "Plant and Animal Products," in *Pine Barrens*, 32.

⁵⁵ Mark Ehlenfeldt, "A Few Words About Cranberry Prices," *Whitesbog Preservation Trust Newsletter*, (3rd Quarter, 2015), 1.

⁵⁶ United States Department of Agriculture, *New Jersey Cranberry Yield Leads Nation* (Trenton, NJ: National Agricultural Statistics Service, May 5, 2022).

⁵⁷ Boyer, 87.

⁵⁸ Elizabeth White, "Elizabeth White on the Pine Barrens," May 12, 1940, *Whitesbog Preservation Trust Newsletter*, (4th Quarter, 2012), 1.

⁵⁹ Boyer, 88.

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cannonballs.⁶⁰ Hanover Furnace operated as a company town, with an iron master's mansion, company store, and worker housing present on the site along with the furnace.⁶¹ At its largest, the furnace covered 25,000 acres. This was common among ironworks in southern New Jersey, as the bog iron, timber (for fuel), and water (for hydropower) could all be sourced on the property.⁶²

In 1812, Jones purchased the Cumberland Furnace from Eli Budd, which was located along the Manumuskin River in Cumberland County.⁶³ During the 1810s, Jones accumulated a significant amount of debt. This forced him to transfer ownership of the Cumberland and Hanover Furnaces to William Howell and Mark Richards in 1818 and 1819, respectively. In 1826, all the debts of Hanover Furnace were paid off, allowing Jones to regain ownership.⁶⁴ Around this same time, Jones, Mark Richards and George Richards purchased the Gloucester Furnace. This furnace was constructed in 1813 and located on Landing Creek, within present Egg Harbor City. It was then sold to John Richards and Thomas Richards for \$50,000 in c. 1830.⁶⁵

The Lisbon Forge was located on the south side of the North Branch of Rancocas Creek near Four Mile Road. It was built c. 1800 along with a sawmill by John Earl. It was then sold to Jones sometime after 1813. On February 16, 1827, after Jones was out of debt, he purchased a tract of land just north of the Lisbon Forge property from Charles Corey. This purchase included what is now Fenwick Manor. The forge ceased operations c. 1825-1831, and on August 25, 1831, Jones sold the property to Eayer Oliphant. Oliphant continued to run the mill, which by 1846 was being used to pump water to the nearby Alms House.⁶⁶

The final ironworks Jones owned in this area was the Mary Ann Forge. In May 1827, John Black sold the Mary Ann Tract, located on Mount Misery Run, to Jones. Jones then built the forge and sourced the pig iron from Hanover Furnace. It produced bar iron, wagon tires and axles. In 1846, Jones sold many of his holdings, including the Mary Ann Forge and Hanover Furnace, to his sons Richard and Samuel.⁶⁷ Both ironworks closed in the 1860s.

In addition to ironworks, Benjamin Jones was involved in the creation of a railroad. This was common for ironmasters in New Jersey, as having a rail line to one's ironworks facilitated the import of raw materials and export of goods to markets. While operating the Lisbon Forge, Jones had the Kinkora Railroad built,

⁶⁰ Keith W. Betten, *National Register of Historic Places Nomination: Benjamin Jones House ("Halstead")* (Mount Holly, NJ: Burlington Co. Cultural & Heritage Comm., 1978), 5.

⁶¹ Historic Sites Section Staff Members, *National Register of Historic Places Nomination: Hanover Furnace* (Trenton, NJ: Historic Sites Section Dept. of Environmental Protection, 1973), 15.

⁶² Whitesbog Preservation Trust, "Mike Tamn."

⁶³ Boyer, 48.

⁶⁴ Boyer, 88.

⁶⁵ John and Thomas S. Richards are cousins and descendants of Col. William Richards. The Richards Family is associated with founding and running numerous ironworks in the Pinelands. In addition to managing Gloucester Furnace, John Richards was a superintendent of Washington Furnace (1816) and Atsion Furnace (1819), and manager at Weymouth Furnace (1820). Thomas S. Richards represented Gloucester Furnace in Philadelphia. He also inherited 50% ownership of Batsto Furnace from Col. Richards in 1824. [Arthur D. Pierce, *Family Empire in Jersey Iron: The Richards Enterprises in the Pine Barrens* (New Brunswick, NJ: Rutgers University Press, 1964).]

⁶⁶ Boyer, 109-110.

⁶⁷ Boyer, 260.

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connecting the forge to Kinkora, in the north of present-day Mansfield Township. The line was 15 miles long and was originally powered by horses.⁶⁸ The railroad incorporated as the Columbus & Kinkora Railroad Co. in 1866, the Columbus, Kinkora & Springfield Railroad Co. in 1870, and the Kinkora & New Lisbon Railroad Co. in 1903. In 1915, it consolidated and merged with the Pemberton & Hightstown Railroad Co. and the Philadelphia & Long Branch Railroad Co., as part of the Philadelphia & Atlantic Railroad Co. The original rail line eventually closed in c. 1930, due to decreased use. The tracks would have run 1,500 feet to the east of Fenwick Manor; they are no longer present.

When Benjamin Jones purchased the Fenwick Manor property from Charles Corey in 1827, it is likely that the oldest section of the house was already constructed. This was most likely the southeastern portion of the house, not including the enclosed porch, and the front door was oriented several feet to the east of where it currently stands on the western elevation. In the early 1930s, historians Henry Charlton Beck and Bill Farrand encountered an unnamed woman living in Fenwick Manor who said the house was built c. 1745.⁶⁹ While an exact date of initial construction has yet to be determined, it is known that Jones expanded and renovated Fenwick Manor soon after purchasing. This includes the façade, numerous Classical and Federal details, the west bays, and the north bays, transforming the house from a side-hall to center-hall.⁷⁰ A plate from *The American Builder's Companion*, published in 1827 by architect, Asher Benjamin, depicts a façade similar to Fenwick Manor, suggesting the renovations occurred not long after Jones purchased the property. The house is much more ornate than other buildings constructed in the region at the time, reflecting the wealth that Jones had recently re-acquired.⁷¹ The only other known example of this design is Locust Lawn in Gardiner, New York, built for Col. Josiah Hasbrouck in 1814.⁷²

Around this same time, c. 1830, Jones began constructing a second country home, just northeast of Fenwick Manor at present-day 410 Pemberton Browns Mills Road. It is a large dwelling featuring a blend of Greek Revival and Federal style elements.⁷³ It was built with indoor plumbing, which was rare at the time, and numerous iron details that were made at Hanover Furnace.⁷⁴ Jones named the house "Halstead" after his daughter, Hal. After Jones' death in 1849, Halstead was left to his daughter Ann's husband, Anthony S. Morris.⁷⁵

By the early 1830s, Jones owned a house at 267 Chestnut Street, Philadelphia, two houses in New Lisbon, and one at Hanover Furnace. It is unclear who, if anyone, was living in Fenwick Manor at this time. Although a "Benjamin Jones" is listed as living somewhere in New Hanover in the 1830 U.S. Census, the ages of people living in this household do not match with the actual ages Jones and his family members would have been at this time.

⁶⁸ Whitesbog Preservation Trust, "Mike Tamn."

⁶⁹ Henry Charlton Beck, *More Forgotten Towns of Southern New Jersey* (New Brunswick, NJ: Rutgers University Press, 1963), 239-240.

⁷⁰ Barry John Brady, *National Register of Historic Places Nomination: Fenwick Manor* (Pemberton, NJ: N.J. Pinelands Commission, 1990), 2-4.

⁷¹ Brady, 8.

⁷² "Locust Lawn Farm," Locust Grove Estate, accessed April 26, 2023, <https://www.lgny.org/locust-lawn>.

⁷³ Betten, 1.

⁷⁴ Betten, 5.

⁷⁵ Betten, 7.

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2.1.6 James A. Fenwick

In 1817, Susan Howell, the second daughter of Samuel Howell Jr., married Ltc. Athanasius Fenwick (1780-1824). Ltc. Fenwick is the great-great-great-grandson of Cuthbert Fenwick, who immigrated to Maryland from England in 1634. During the War of 1812, Ltc. Fenwick served in the 12th Regiment of the Maryland Militia. Susan and Ltc. Fenwick had three children together: James (1818-1882), Susan Emma (1824-1910), and Margaret (b. 1822). James and Margaret were born in Pennsylvania, while Susan Emma was born in Maryland. The family primarily lived at Cherryfields in St. Mary's County, Maryland, the ancestral Fenwick home. In 1824, Susan and Ltc. Fenwick passed away, leaving their children orphaned. James, Susan Emma, and Margaret then went to live with their Aunt Mary and Uncle Benjamin Jones in Philadelphia.

It is likely that James Fenwick would have visited Jones' country homes in New Lisbon while growing up. In 1843, Fenwick married Mary Cashell (1824-1911) and the following year, he purchased the 490-acre Fenwick Manor property from Jones.⁷⁶ Together, James and Mary Fenwick had two children: Mary (1847-1922) and James Fenwick Jr. (1845-1873).

In 1854, Fenwick began his venture in growing cranberries, starting at Skunk's Misery Bog. In 1857, he purchased 108 acres south of Hanover Furnace along Cranberry Run.⁷⁷ This land consisted of former drainage canal ponds which he transformed into three cranberry bogs.⁷⁸ This area later became known as Whitesbog. Fenwick's cranberry pursuits were successful, and he sold much of his produce at Hanover Furnace during its final years.⁷⁹ Soon after, with the rise of cranberry agriculture and fall of bog iron production, Fenwick's cranberry company became the largest employer in Pemberton. Hundreds of workers commuted by train.⁸⁰

On April 25, 1873, the New Jersey Cranberry Growers' Association was organized in Pemberton. The objective of this association was to support cranberry cultivators, facilitate sales, establish standardized packaging, and collect data.⁸¹ Fenwick served as its First Vice President from its inception until his death in 1882.

2.1.7 Joseph Josiah White

Joseph J. White (1843-1924) was born into Barclay (1821-1906) and Rebecca Lamb White (1824-1850). His parents had three other children – Howard (1844-1916), George (1847-1927), and Barclay Jr. (1850-1877) – before Rebecca passed away in 1850. Barclay remarried in 1853 to Beulah Shreve (1815-1898), and together they had three children: Daniel (1854-1935), Elizabeth (b. 1857), and James (b. 1859). Joseph J. White grew up near Jobstown, within Springfield Township, and his family-owned land there, as well as along the Wading River in the Southern part of Burlington County. In 1851, Joseph J. White's father, Barclay White, began cultivating the wild cranberries that grew on his land, sparking Joseph J.'s

⁷⁶ "Did You Know," St. Andrew's Episcopal Church, Harmony, accessed February 28, 2023, <https://www.standrewschurch-mh.org/col-fenwick>.

⁷⁷ "History," Whitesbog 1857, Whitesbog Preservation Trust, accessed February 28, 2023, <https://whitesbog.org/history-about/>.

⁷⁸ The Pemberton Township Planning Board, 162.

⁷⁹ Elizabeth White, "Elizabeth White on the Pine Barrens," 1.

⁸⁰ The Pemberton Township Planning Board, 162.

⁸¹ "N. J. Cranberry Growers' Association," 3.

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interest in agriculture. In 1860, Barclay's father-in-law, Restore Lamb, asked him "to run out four 100 acre lots on his Rake Pond tract near New Lisbon." Joseph J. and Howard helped their father to survey these lots that they would then inherit along with their brothers George and Barclay Jr. Joseph J. White used this inheritance to start his own cranberry bogs.⁸²

In 1869, Joseph J. White married James Fenwick's daughter, Mary. Together, they had seven children, four of whom survived childhood: Rebecca (1870-1871), Elizabeth (1871-1954), Mary (1873-1951), Joseph (1877-1877), Beulah (1878-1952), Annie (b. 1881), and Barclay (1887-1887). They lived in Springfield Township before moving to Smithville in 1875 and finally Pemberton Township in 1882.

In 1875, Joseph J. White moved his family to Smithville to work as a mechanic.⁸³ Smithville, which produced American Star Bicycles, was a company town founded in 1865 by Hezekiah B. Smith, located outside of Mount Holly.⁸⁴ By 1878, White had become the general manager of the Smithville plant,⁸⁵ and later managed the Smith Company store in Philadelphia.⁸⁶ Smith was elected to the US House of Representatives in 1878 and the NJ State Senate in 1882 as a Democrat with the assistance of White. Both were criticized by the Republican Party, accused of manipulating their employees into voting for Smith.⁸⁷ Regardless of how he obtained the votes, it is interesting to note that he campaigned via a moose-drawn carriage.⁸⁸ After Smith's death in 1887, White and William Kelley, Vice President of the Board of Trustees, struggled for control of the company.⁸⁹ Kelley eventually succeeded in becoming the new president, and White went on to focus on his cranberry bogs.

In 1882, Fenwick died, naming Joseph J. White the executor of his will. Fenwick evidently wanted to keep the estate in his family, as his wife, Mary C. Fenwick, was to inherit everything. Upon her death, the estate was to go to their daughter, Mary F. White, and then her own heirs. The will gave Joseph J. White the power to sell off any parts of the estate if he found it was in the best interest of the family; the will further stipulated the profits would go to Mary C. Fenwick, Mary F. White, or the heirs, depending on who was still living.⁹⁰

At this time, the White family moved into Fenwick Manor and Joseph J. White took over operations of Fenwick's cranberry bogs. He combined his new and preexisting bogs, expanding the farm until it became its own company town.⁹¹ The farm went by the names of White's Folly, White's Bog, and finally,

⁸² Joseph J. White, "Cranberry Culture: A First-Hand Account of the Development of the J.J. White Company," 1914, *Whitesbog Preservation Trust Newsletter*, (4th Quarter, 2014), 1.

⁸³ William C. Bolger, *Smithville: The Result of Enterprise* (Mount Holly, NJ: The Burlington County Cultural and Heritage Commission, 1980), 130.

⁸⁴ Federal Writers' Project of the Works Progress Administration, 620.

⁸⁵ Bolger, 130.

⁸⁶ Bolger, 193.

⁸⁷ Bolger, 34.

⁸⁸ Federal Writers' Project of the Works Progress Administration, 620.

⁸⁹ Bolger, 183.

⁹⁰ Ancestry.com, *New Jersey, U.S., Wills and Probate Records, 1739-1991* [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc., 2015.

⁹¹ The Pemberton Township Planning Board, 167.

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Whitesbog. White utilized the knowledge he learned at Smithville to invent improved methods of irrigation, and sorting, processing, and packaging cranberries.⁹²

By 1913, Whitesbog consisted of 3,000 acres and the J. J. White Company employed 450 seasonal workers.⁹³ Cranberries were harvested in the fall, at which time hundreds of workers would descend upon the bogs, traveling by ferry, train and wagon. Many of the workers were Italian immigrants from Philadelphia, but also included Black, English, German, Portuguese, and Puerto Rican-Americans. Whole families typically traveled together, and they were housed in Whitesbog or the satellite villages of Rome and Florence. The majority of houses were without plumbing and electricity, and they were inspected weekly for cleanliness.⁹⁴

Joseph J. White had a friendship with his neighbor William Reeves, who was not only a fellow cranberry grower, but also a train station agent. Reeves was able to arrange for a train to transport migrant workers coming from Philadelphia directly to Pemberton Township, for both his and White's bogs. This train came in on September 1st and returned on November 1st.⁹⁵

During the early-twentieth century, Fenwick Manor underwent a major phase of expansion, which included the construction of the current porch, which replaced a portico at the main entrance, and enclosed the porch on the south elevation. The northeast portion of the roof was raised to accommodate an addition on the north side.⁹⁶ By 1920, Fenwick Manor was electrified. Joseph J. White had a waterwheel on a nearby lake that provided direct current electricity to his home and many of the other buildings in New Lisbon.⁹⁷ An architect's drawing from January 16, 1920, depicts Fenwick Manor with a two-story wing on the south elevation, however this plan never came to fruition.

The aforementioned architect was the office of Price & McLanahan, who was well known among the White family. In 1879, Daniel White, the half-brother of Joseph J. White, built the Traymore Hotel at the northwest corner of S. Illinois Avenue (MLK Jr. Boulevard) and Boardwalk in Atlantic City. It was originally a boarding house, later rebuilt as a large resort hotel in 1884. In 1906, Price & McLanahan were hired to design a reinforced concrete tower addition to the hotel, bringing the building up to the boardwalk. In 1914, Price & McLanahan replaced the existing wood-frame structure with a new reinforced concrete building. This final rendition of the Traymore Hotel was in the Art Deco style and stayed standing until it was demolished in 1972 by Controlled Demolition, Inc.⁹⁸

Josiah White III, a cousin of Daniel and Joseph J. White, was also a hotel owner in Atlantic City. In c. 1900-1903, he purchased the site of the Academy of the Sacred Heart, bound by Boardwalk, Park Place,

⁹² The Pemberton Township Planning Board, 165.

⁹³ Brady, 8.

⁹⁴ Whitesbog Preservation Trust, "Voices of Whitesbog, Interviews with Workers," video, 18:36, YouTube, August 10, 2021, <https://www.youtube.com/watch?v=OVlaJBHOnU>.

⁹⁵ Whitesbog Preservation Trust, "Bob Reeves Harvesting Stories Interview," video, 14:16, YouTube, March 22, 2021, <https://www.youtube.com/watch?v=JkvgILYRljK>.

⁹⁶ Brady, 4.

⁹⁷ Whitesbog Preservation Trust, "Bob Reeves."

⁹⁸ "Traymore Hotel," archINFORM, March 8, 2023, <https://www.archinform.net/projekte/57775.htm>.

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and S. Ohio Avenue, two blocks west of the Traymore Hotel.⁹⁹ After demolishing the existing structures, he built the Marlborough Hotel. This Queen Anne style building was another large resort hotel. Due to the hotel's immediate success, in 1905, Josiah White III hired Price & McLanahan to design a large addition.¹⁰⁰ This addition was dubbed the Blenheim and replaced the Children's Sea Shore House on the west side of S. Ohio Avenue.¹⁰¹ The Blenheim's design was influenced by Moorish and Spanish architecture.¹⁰² The addition was completed in 1906, and the two portions of the hotel were connected via two chair-lined bridges.¹⁰³ The Blenheim and the bridges were made of reinforced concrete. Reinforced concrete was chosen because it was a newly available fireproof building material, and was not impacted by strikes, like steel was at the time.¹⁰⁴ In 1979, the Marlborough-Blenheim was demolished and replaced by the Bally's Hotel, which still stands today.

2.1.8 Elizabeth White and the Cultivation of Blueberries

Elizabeth White showed the most interest out of her siblings in farming. In 1893, she began working in the cranberry bogs alongside her father. By the time of Joseph J. White's death in 1924, she had already been running Whitesbog for several years. However, she was not officially the manager, as women were not permitted in that role at the time.¹⁰⁵ In her early years working at Whitesbog, Elizabeth White became interested in the swamp huckleberries (blueberries) that grew on the perimeter of the cranberry bogs. She began investigating ways to cultivate these berries, so that Whitesbog may have year-round growing operations.¹⁰⁶

In 1910, Elizabeth White received a bulletin in the mail titled *Experiments in Blueberry Culture* by Dr. Frederick V. Coville. Dr. Coville was a botanist at the Bureau of Plant Industry, in charge of Taxonomic and Range Investigations. His bulletin explained how he thought one may be able to cultivate blueberries, piquing the interest of the Whites. Like cranberries, blueberries needed moist, acidic soil that did not necessarily have a high nutrient content. Elizabeth White then contacted Dr. Coville, explaining that she felt Whitesbog would be the ideal location to conduct experiments in blueberry cultivation and offered her family farm to him.¹⁰⁷

Elizabeth White and Dr. Coville officially began their partnership and experiments in 1911. That summer, Dr. Coville was shown a wild blueberry bush by Zeke Sooy, a berry picker in Browns Mills. Dr. Coville

⁹⁹ "Marlborough Hotel, Atlantic City New Jersey," Historic Structures, July 7, 2017, https://www.historic-structures.com/nj/atlantic_city/marlborough_hotel.php.

¹⁰⁰ New World Encyclopedia contributors, "Atlantic City, New Jersey," *New World Encyclopedia*, https://www.newworldencyclopedia.org/p/index.php?title=Atlantic_City,_New_Jersey&oldid=1094621 (accessed May 12, 2023).

¹⁰¹ "Blenheim Hotel, Atlantic City New Jersey," Historic Structures, July 14, 2017, https://www.historic-structures.com/nj/atlantic_city/blenheim_hotel.php.

¹⁰² New World Encyclopedia contributors, "Atlantic City, New Jersey."

¹⁰³ Whitesbog Preservation Trust, "Linda Smith and Louise Senopolous --- Harvesting Stories (2022)," video, 9:04, YouTube, August 24, 2022, https://www.youtube.com/watch?v=hmW2_0oPTew.

¹⁰⁴ Historic Structures, "Blenheim Hotel."

¹⁰⁵ "Miss White Dies, 'Berry Queen'," *Philadelphia Inquirer*, November 29, 1954, 30.

¹⁰⁶ Whitesbog Preservation Trust, "Voices of Whitesbog."

¹⁰⁷ Howard P. Boyd, 36.

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took a sample of the bush and cross-pollinated it with the “Brooks” blueberry bush he brought from New Hampshire as his first experiment in Whitesbog.¹⁰⁸

Elizabeth White was insistent on collecting blueberry samples from only within the state. She reached out to the locals and offered to pay them to bring her blueberries. The larger the berries, the higher the pay. About 100 bush samples were brought to Whitesbog.¹⁰⁹ When Elizabeth White began working with Dr. Coville, Frank Chambers (1877-1947), the husband of Elizabeth’s sister, Annie, took on more work at Whitesbog’s cranberry operations.¹¹⁰ After five years of experiments in cross-fertilization, Elizabeth White and Dr. Coville successfully cultivated and sold blueberries in 1916. They created the highbush species, from which over 35 varieties were made.¹¹¹ These first blueberries were sold in cellophane-covered packaging, which was also the first instance of using cellophane to package and sell berries.¹¹²

Dr. Coville continued to work with Elizabeth White at Whitesbog until his death in 1937.¹¹³ The USDA had created a field office at the farm during Elizabeth White and Dr. Coville’s partnership and the department continued to conduct field trials and develop blueberry varieties for several decades.¹¹⁴

Like cranberries, blueberries quickly gained popularity among farmers in New Jersey and beyond. Common growing areas in the Pinelands include the drainage basins or sub-basins of the North Branch of Rancocas Creek, Hammonton Creek, Wading River, Mullica River, and Great Egg Harbor River.¹¹⁵ Blueberry farming spread to Michigan in 1924, North Carolina in 1928, and Washington in the 1930s.¹¹⁶

In 1916, Elizabeth White helped found the Tru-Blue Cooperative, a popular blueberry cooperative in the Pinelands.¹¹⁷ She was also an organizer of the New Jersey Blueberry Cooperative Association, in 1927.¹¹⁸ Furthermore, she was the first woman to join the Cranberry Grower’s Association (1929) since it was formed by her grandfather in 1873, the first woman to receive a New Jersey Department of Agriculture citation (1932), was declared an “honorary member of the Philadelphia Society for Promoting Agriculture” (1934), and was awarded the Wilder Medal by the American Pomological Society (1952).¹¹⁹

¹⁰⁸ Richard Prickett, “One Hundred Years of Blueberry Cultivation at Whitesbog,” *Whitesbog Preservation Trust Newsletter*, (1st Quarter, 2016), 1.

¹⁰⁹ Howard P. Boyd, 36.

¹¹⁰ Elizabeth White, “The 25th Anniversary of the Beginning of Blueberry Culture,” *Cranberries – The National Magazine*, (1936).

¹¹¹ Applegate, Little, and Marucci, “Plant and Animal Products,” in *Pine Barrens*, 32.

¹¹² Michelle S. Byers and Shelia Cowing, “White, Elizabeth Coleman,” in *Encyclopedia of New Jersey*, ed. by Maxine N. Lurie and Marc Mappen (New Brunswick, NJ: Rutgers University Press, 2004), 868.

¹¹³ Dr. Charles M. “Mike” Mainland and Dr. Frederick V. “Rick” Coville, “Coville’s Serendipitous Association with Blueberries Leading to the Whitesbog Connection,” *Whitesbog Preservation Trust Newsletter*, (4th Quarter, 2016), 1.

¹¹⁴ Hubert G. Schmidt, *Agriculture in New Jersey* (New Brunswick, NJ: Rutgers University Press, 1973), 265.

¹¹⁵ State of New Jersey, 131.

¹¹⁶ Dr. Mainland and Dr. Coville, 1.

¹¹⁷ Howard P. Boyd, 37.

¹¹⁸ Deborah Marquis Kelly, Ellen Freedman Schultz, and Delight Dodyk, *Women’s Place in New Jersey History* (Crosswicks, NJ: Preservation Partners, 2004), 56.

¹¹⁹ “Miss White Dies,” 30.

2. DEVELOPMENTAL HISTORY

In the early-twentieth century, the White family and Whitesbog were the subject of criticism by labor advocates. In November 1910, the National Child Labor Committee published a report criticizing the farm, as numerous children worked in the cranberry bogs during the school year. Lewis Hine, one of the most impactful photographers of the Progressive Era, came to Whitesbog on September 28, 1910, and photographed many of the working children. Joseph J. and Elizabeth White worked to prove that the conditions were not as bad as they seemed, arguing that the children were provided with schooling in Whitesbog Village, and they worked alongside their parents in the fresh air. The National Child Labor Committee later retracted their criticism.¹²⁰ In 1936, Elizabeth White worked with Edith Elizabeth Lowry, the executive director of migrant work for the Presbyterian Council of Women for Home Missions, to improve the living conditions of blueberry pickers at Whitesbog.¹²¹

Innovative ways to harvest berries were continuously developed at Whitesbog. A hand scoop was invented during World War I, which helped to alleviate the migrant labor shortage in the Pinelands.¹²² Previously, it took one person 50 hours to hand-pick one acre of berries.¹²³ In the early 1920s, W.B. Matthewson invented the first commercial cranberry picking machine, which could harvest up to four acres per day. Frank Chambers purchased one of these machines for Whitesbog in 1923 and it was used alongside the scoops and hand-pickers.¹²⁴

While Elizabeth White was undoubtedly running Whitesbog for most of her adult life, Frank Chambers was the official manager for much of the early to mid-twentieth century. He was then replaced by Joseph Darlington (1917-1948), the son of Elizabeth White's sister, Beulah, and brother-in-law, Lewis Darlington (1876-1957). After Joseph died in a plane crash at Whitesbog in 1948, he was replaced by his brother, Tom Darlington (1924-2008). He previously worked as an aeronautical engineer and used this background to develop technology for berry agriculture.¹²⁵ In 1952, he invented a harvesting machine.¹²⁶ This was especially helpful at the time, as blueberries across New Jersey were being infected with blueberry stunt disease, spread by the sharp-nosed leafhopper. Tom Darlington's harvester helped to decrease the use of labor by 60%.¹²⁷ Mechanical harvesters were then replaced by robot pickers, which have been in use since 1967.¹²⁸

In 1967, Tom Darlington sold Whitesbog to the state of New Jersey. The property then became part of Lebanon State Forest (Brendan T. Byrne State Forest) as part of the Green Acres Program. Tom Darlington leased some of the cranberry bogs and blueberry fields to continue farming for some time. In 1990, the blueberry cultivation operations ceased, and in 2008, Tom Darlington passed away.¹²⁹

¹²⁰ Albertine Senske, "Beyond Cranberries and Blueberries: Elizabeth White – Advocate for Justice," *Whitesbog Preservation Trust Newsletter*, (3rd Quarter, 2011), 1.

¹²¹ Kelly, Schultz, and Dodyk, 70.

¹²² Whitesbog Preservation Trust, "Voices of Whitesbog."

¹²³ Schmidt, 265.

¹²⁴ National Parks Service, *Historic American Landscapes Survey: Whitesbog Village and Cranberry Bog*, HALS No. NJ-1 (Washington, DC: Department of the Interior, 2001), 63.

¹²⁵ Whitesbog Preservation Trust, "Bill Bolger --- Harvesting Stories (2022)," video, 12:20, YouTube, July 20, 2022, <https://www.youtube.com/watch?v=PcgFF-wtbSE>.

¹²⁶ Whitesbog Preservation Trust, "Voices of Whitesbog."

¹²⁷ Applegate, Little, and Marucci, "Plant and Animal Products," in *Pine Barrens*, 33-34.

¹²⁸ Schmidt, 235.

¹²⁹ National Parks Service, 65.

2. DEVELOPMENTAL HISTORY

Presently, his son, Joe Darlington, and daughter-in-law, Brenda Conner, work as cranberry growers. They operate Pine Barrens Native Fruits and are part of the Ocean's Spray Cooperative.¹³⁰

2.1.9 Fenwick Manor Recent History

The 1920 U.S. Census lists Elizabeth White living in Fenwick Manor with her parents, Joseph J. and Mary White, and her sister and brother-in-law, Mary and Emlen Darlington (1872-1951).¹³¹ Three members of the Beebe family also lived in the house: Rachel, age 65; Harvey, age 23; and Georgianna, age 19. Harvey worked as a farm laborer, while Rachel and Georgianna Beebe worked as servants in the home.¹³² In 1922, Mary White passed away; in 1923, Elizabeth White built a house, Suningive, in Whitesbog, where she lived until her death in 1954; and in 1924, Joseph J. White passed away.¹³³ This left Mary and Emlen Darlington in Fenwick Manor by 1930, along with their servant Reba Hampton, age 46.¹³⁴

The 1940 U.S. Census lists the Emlen and Mary Darlington and the Frank and Annie Chambers families as living on Springfield Road, renting two separate households. It is possible that one family is living in Fenwick Manor while the other is living in the carriage house, although it is not currently known why they would be renting, when the 1930 U.S. Census lists Emlen Darlington as owning Fenwick Manor. In 1940, Emlen Darlington paid a rent of \$42 and worked as a secretary at a farm service cooperative. Mary Darlington was working unpaid as the general manager of a property holding company. The Darlingtons also housed and employed Lucille Rearick, age 33, as their maid. The Chambers paid \$67 in rent, with Frank working as the manager of Whitesbog and Annie keeping house.¹³⁵

In 1953, Fenwick Manor was sold outside the Jones-Fenwick-White family for the first time since 1827. The house, outbuildings, and 4.5 acres were sold to the Atkinson family, with the remaining 210 acres staying within the White family.¹³⁶ Dr. James Q. Atkinson worked as a physician, and his wife, Lucy Atkinson, as a nurse.¹³⁷ Shortly after purchasing Fenwick Manor, the Atkinsons converted it into a home doctor's office, making changes to the interior.¹³⁸

On November 22, 1978, the State of New Jersey purchased Fenwick Manor. The original plan was to use the property as a correctional facility; however, this plan never came to fruition. As Fenwick Manor is located within the Pinelands while still in proximity to Trenton, it was deemed an ideal location for the newly formed New Jersey Pinelands Commission. The Commission began leasing the property in 1980 and is still there today. When they first moved in, Fenwick Manor had no overhead lighting, air

¹³⁰ Bridget Shirvell, "This New Jersey Family Has Been Growing Cranberries Since the 1800s," *Forbes*, November 27, 2019, <https://www.forbes.com/sites/bridgetshirvell/2019/11/27/this-new-jersey-family-has-been-growing-cranberries-since-the-1800s/>.

¹³¹ Lewis and Emlen Darlington were half-brothers.

¹³² 1920 U.S. Census.

¹³³ Kelly, Schultz, and Dodyk, 56.

¹³⁴ 1930 U.S. Census.

¹³⁵ 1940 U.S. Census.

¹³⁶ Pinelands Commission, *A Brief History of Fenwick Manor* (New Lisbon, NJ: February 10, 2006), 1.

¹³⁷ 1950 U.S. Census.

¹³⁸ Brady, 2.

2. DEVELOPMENTAL HISTORY

conditioning, or window screens.¹³⁹ Additionally, the majority of the roof was clad with asphalt over cedar shingles, and the porch roofs were clad with tin.¹⁴⁰

In 2004, a renovation project was undertaken on the house, carriage house, and barn. In the house, the first and second floors were redone, termite damage was mitigated, the exterior was repaired, and the windows were restored. Additionally, the house received a new asphalt shingle roof and new heating, telephone, electrical and security systems. The carriage house also had its windows restored and received a new roof and heating system. In addition, a new tile bathroom was constructed. The barn was converted from storage into office space, received new security, climate control, data and communications systems, and had a new bathroom and workroom constructed. The renovations were completed in October 2005, for a total cost of \$1.8 million.¹⁴¹

During the 2004-2005 renovation, the Pinelands Commission temporarily moved their offices into the Richard J. Sullivan Center for Environmental Policy and Education (RJS Center). The RJS Center is located just south of Fenwick Manor and was opened in December 2001. It is named after Richard J. Sullivan, who was the first New Jersey Department of Environment Protection commissioner (1970-1974) and was the chairman of the Pinelands Commission (1988-1998). Presently, the RJS Center displays exhibits on the Pinelands and includes offices, meeting spaces, a library, a lecture hall, and a technology resource center.¹⁴²

2.1.10 Historic Maps and Images

¹³⁹ Pinelands Commission, 1.

¹⁴⁰ Brady, 2.

¹⁴¹ Pinelands Commission, 2.

¹⁴² "Richard J. Sullivan Center & Pinelands Education Exhibit," State of New Jersey Pinelands Commission, accessed May 25, 2023, <https://www.nj.gov/pinelands/infor/educational/rjs/#2>.

2. HISTORIC MAPS AND IMAGES

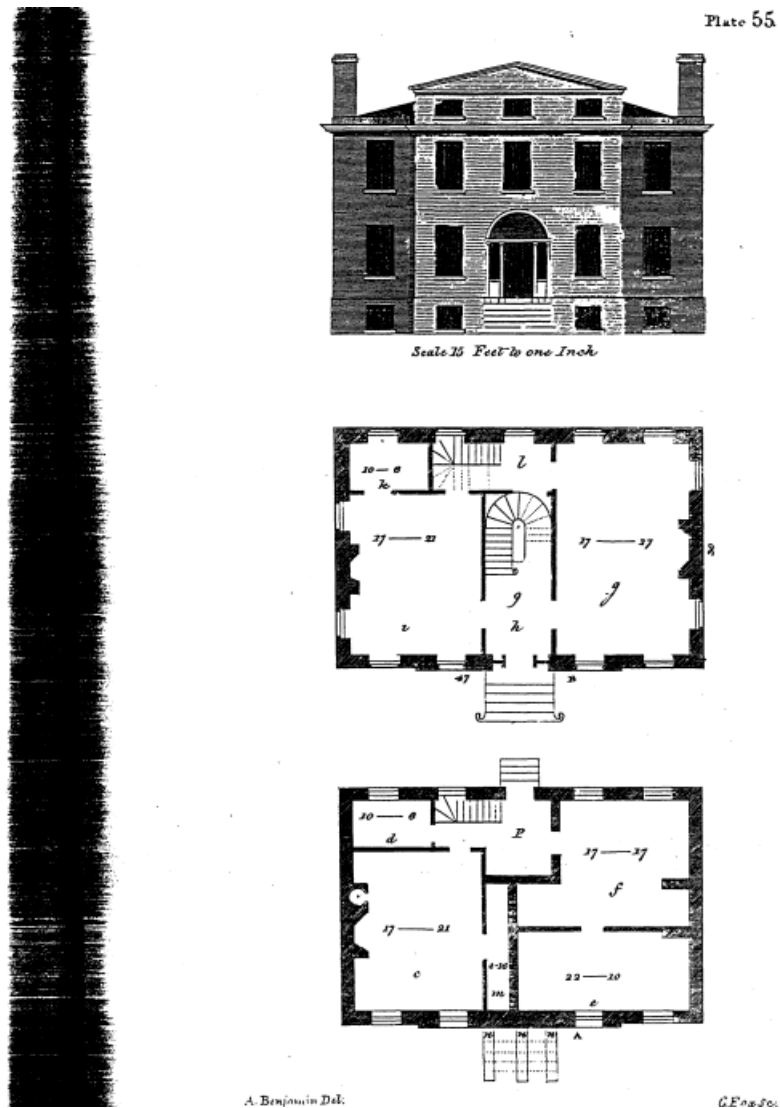


Figure No. 5

1827 Image

1827 Builders Plan

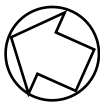
Credit: Asher Benjamin, *The American Builder's Companion, Designs for a House Intended for the Country*, Plate 55, 1827.

2. HISTORIC MAPS AND IMAGES



Fenwick Manor

Figure No. 6



1849 Map

1849 Map of Lisbon

Credit: Otley, J. W., and R. Whiteford. *Map of Burlington County* [map]. Philadelphia: Smith & Wistar, 1849.

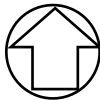
2. HISTORIC MAPS AND IMAGES



Figure No. 7

1858 Map

1858 Map of New Lisbon



Credit: Parry, Wm., Geo. Sikes, and F. W. Earl. *New Map of Burlington County* [map]. Miles 1 1/4 Inch. R. Kuhn & J. D. Janney, 1858.

2. HISTORIC MAPS AND IMAGES

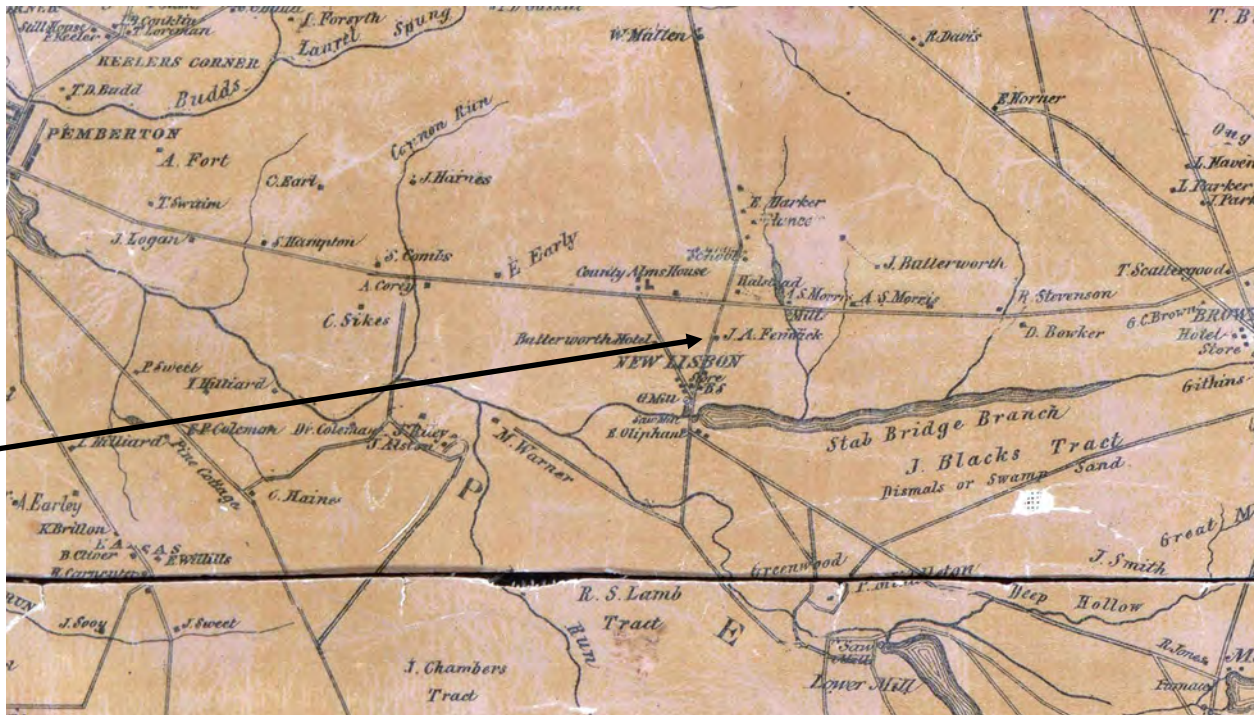
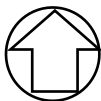


Figure No. 8

1859 Map



1859 Map of New Lisbon

Credit: Parry, Wm., Geo. Sikes, and F. W. Earl. *New Map of Burlington County* [map]. Miles 1 1/4 Inch. R. Kuhn & J. D. Janney, 1859.

2. HISTORIC MAPS AND IMAGES



Figure No. 9

1860 Map



1860 Map of Pemberton Township

Credit: State Geological Survey. *Topographical Map of the State of New Jersey* [map]. 1:158400.
Geological Survey of New Jersey, 1860.

2. HISTORIC MAPS AND IMAGES

Fenwick Manor



Figure No. 10



1872 Map

1872 Map of Kinkora Railroad and other railroads in northern Burlington County

Credit: Apgar, Ellis A. *Outline Map of New Jersey for Schools* [map]. 5 Miles to an Inch. Philadelphia: Claxton, Remsen & Haffelfinger, 1872.

2. HISTORIC MAPS AND IMAGES

Fenwick Manor



Figure No. 11



1876 Map

1876 Map of Pemberton

Credit: Ancestry.com. *U.S., Indexed County Land Ownership Maps, 1860-1918* [database online]. Provo, UT, USA: Ancestry.com Operations, Inc., 2010.

2. HISTORIC MAPS AND IMAGES



Figure No. 12

1901 Image

#245 Oct 1901 fenwick1

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 13

1901 Image

#290 Old Front Porch Fenwick October 10 1901

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 14

1901 Image

#296 Fenwick Manor Showing Fence Oct 1901

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 15

1901 Image

Fenwick Paper 2 October 1901

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 16

Early 20th Century Image

Fenwick Porch

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 17

Early 20th Century Image

Fenwick Porch2

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 18

c. 1920 Image

Fenwick front porch

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 19

1920 Drawing

Addition to House. Mr. Joseph J. White. New Lisbon, NJ. Architects Price & McLanahan. Philadelphia. January 16, 1920.

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES

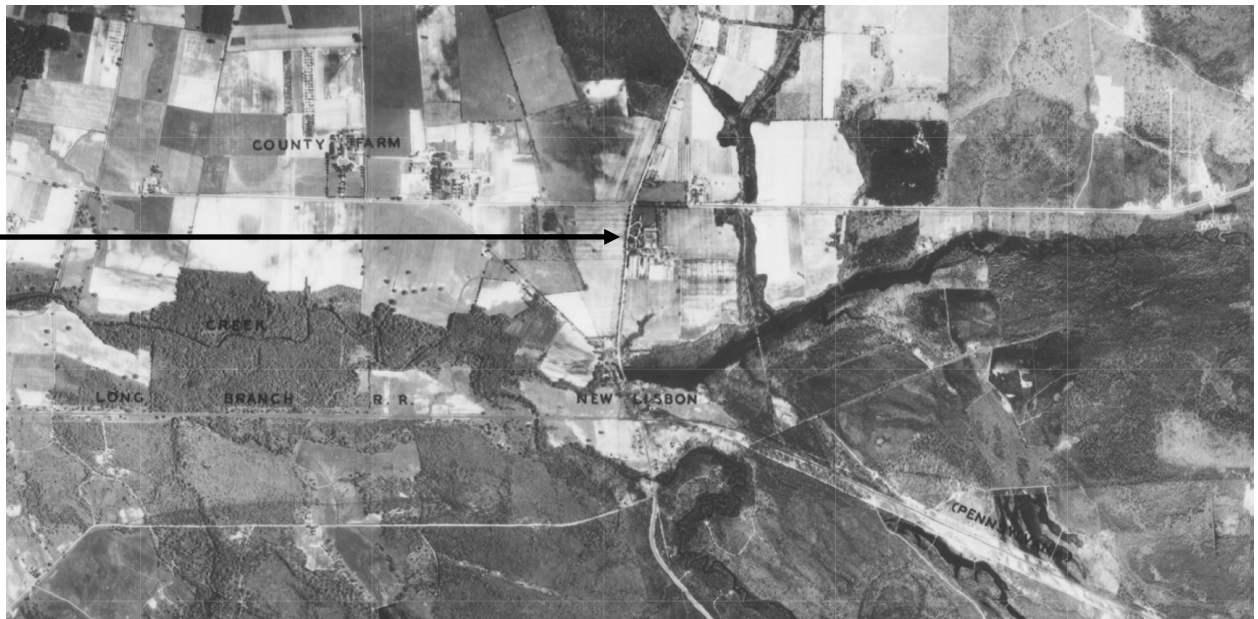


Figure No. 20

1930s Image

1930s Aerial View of New Lisbon



Credit: NJ Office of Information Technology (NJOIT), Office of Geographic Information Systems (OGIS).

2. HISTORIC MAPS AND IMAGES



Figure No. 21

1947 Image

1947 Fenwick

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES

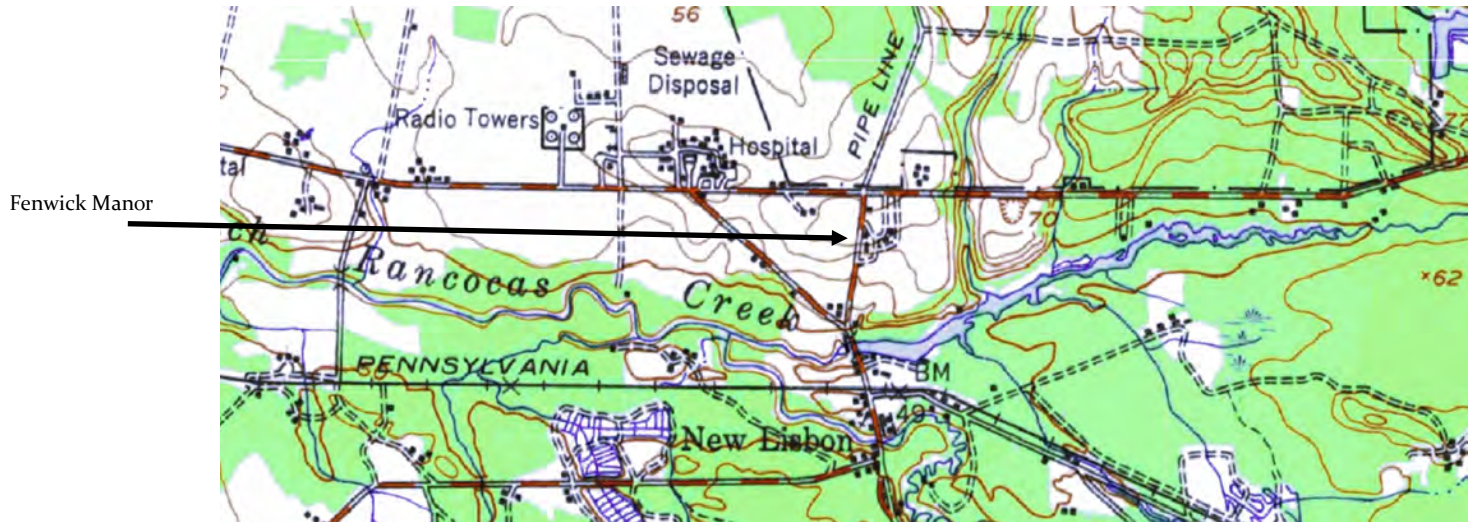
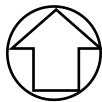


Figure No. 22

1949 Map

1949 Map of New Lisbon

Credit: 1949 in the Pines, 2015 Boyd Ostroff.



2. HISTORIC MAPS AND IMAGES



Figure No. 23

c. 1950 Image

Fenwick Side

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 24

1983 Image

1983 Photograph of Fenwick Manor

Credit: Czarnecki, Joseph P. *Pinelands Commission Building, G-New Lisbon*. Photograph. 1983. Pinelands Folklife Project Collection (AFC 1991/023).

2. HISTORIC MAPS AND IMAGES

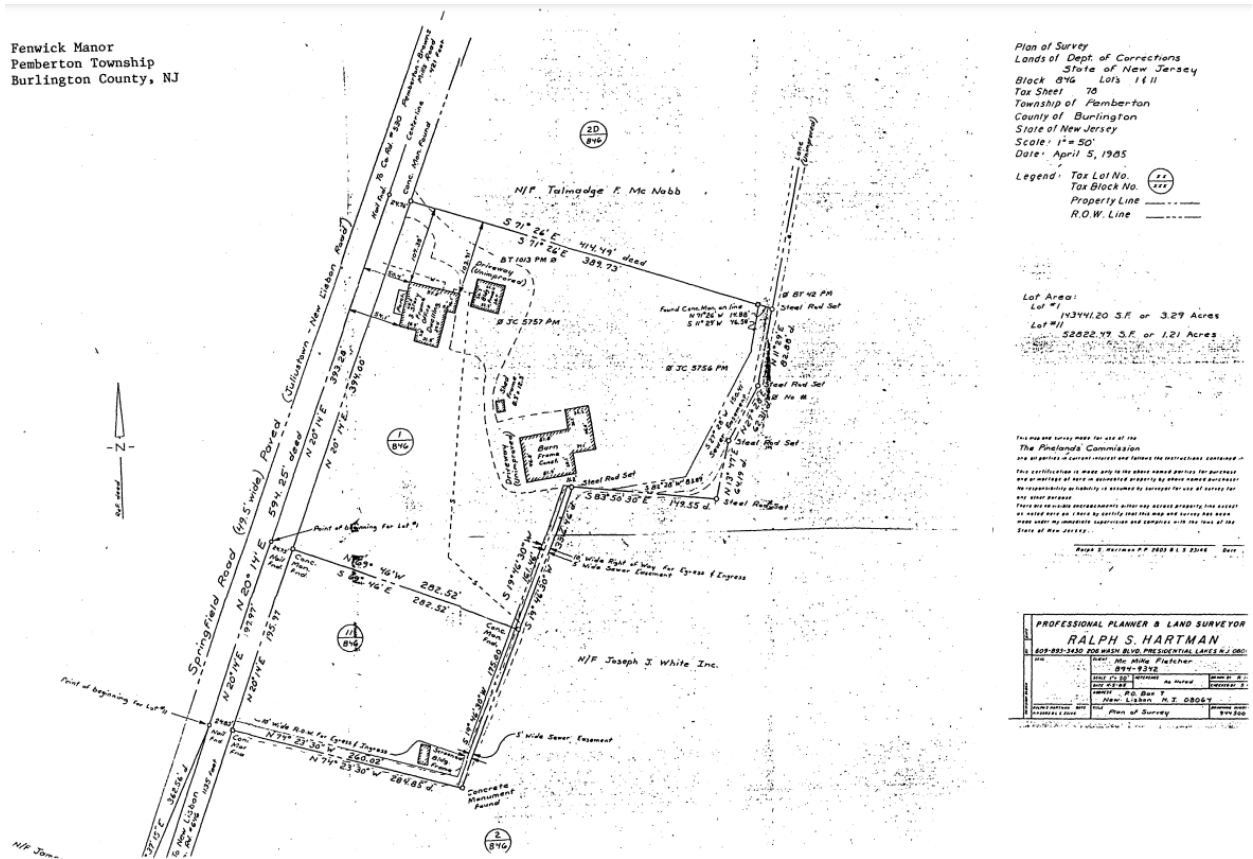


Figure No. 25

1985 Survey

1985 Plan of Survey for Fenwick Manor

Credit: Hartman, Ralph S. *Plan of Survey: Lands of Dept. of Corrections, State of New Jersey. 1"*
= 50'. Pemberton, NJ: 1985.

2. HISTORIC MAPS AND IMAGES



Figure No. 26

c. 1984-2004 Image

House001

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 27

2005 Image

2005 Image of Fenwick Manor after renovations

Credit: NJ Pinelands Commission.

2. HISTORIC MAPS AND IMAGES



Figure No. 28

2005 Image

2005 Image of Fenwick Manor after renovations

Credit: NJ Pinelands Commission.

2. DEVELOPMENTAL HISTORY

2.2 Chronology of Construction

The chronology of construction is based on the existing architectural fabric and previously prepared historical overviews. Although not all changes are known, the following is a summary of significant changes providing an outline of the building's evolution since construction.

c. 1745- Fenwick Manor built

February 16, 1827- Benjamin Jones purchases Fenwick Manor property from Charles Corey

c. 1827- Benjamin Jones adds façade and makes other changes to Fenwick Manor

c. 1827- Benjamin Jones has the Columbus, Kinkora & Springfield Railroad constructed from Kinkora to New Lisbon, through the Fenwick Manor property, and over the Rancocas Creek

c. 1830- Benjamin Jones builds a country home at 410 Pemberton Browns Mills Road (Benjamin Jones House ("Halstead"))

1844- James A. Fenwick purchases Fenwick Manor from Benjamin Jones

1882- James A. Fenwick dies and Joseph Josiah White, with his family, move into Fenwick Manor

Early 1900s- Fenwick Manor undergoes a major rebuilding phase, including reconstruction of the north flank; the addition of a decorative doorway and thick, protective eaves; and the enclosed porch on the south side.

1923- Elizabeth White moves from Fenwick Manor into Suningive at Whitesbog. Other family members remain at Fenwick Manor

1953- Fenwick Manor and 4.5 of 214.5 acres sold to Dr. James Q. and Lucy Atkinson

c. 1955- Fenwick Manor converted into a doctor's office and undergoes interior changes

1974- Fenwick Manor listed on the National Register of Historic Places

November 22, 1978- State of New Jersey purchases Fenwick Manor with plans to transform it into a correctional facility

1980- Pinelands Commission moves into Fenwick Manor

1990- Fenwick Manor listed on the New Jersey Register of Historic Places

2004-2005- Fenwick Manor and outbuildings renovated

2. DEVELOPMENTAL HISTORY

2.3 Architectural Description

2.3.1 Site Description

Fenwick Manor is located at the northwest corner of a 3.29-acre site on the east side of Springfield Road. The site is “L” shaped with legs extending in the south and east directions and is bound by Fenwick Lane on the east and south sides. A one-way gravel driveway starting at the south end of the site continues up through the center of the site and re-connects to Springfield Road at the north end. There are parking areas along the gravel driveway, which provide easy access to all parts of the site. In addition to Fenwick Manor, additional buildings on the site include a small carriage house located immediately northwest of Fenwick Manor, a barn near the inner junction of the two legs of the site, and the Richard J. Sullivan Center for Environmental Policy between Springfield Road and the gravel driveway in the southern leg of the site. The site has clusters of mature deciduous and evergreen trees scattered throughout the site with grassy areas surrounding most of the buildings. Concrete walks provide walking accessibility between buildings on the site.

2.3.2 Exterior Description

The description of the exterior and interior of the building relies upon room callout numbers. The first number of each notation indicates the floor on which the item is found. The doors and windows are similarly noted in a consecutive order but are further identified by the inclusion of a “W” for window or “D” for door.

General

Fenwick Manor is two-and-one-half stories tall, five bays wide, and six bays deep with a basement. The building sits along the east side of Springfield Road and is oriented with its front elevation facing west towards Springfield Road. The building is comprised of two portions (western and eastern). The western portion sits on a rubble fieldstone foundation, while the eastern portion rests on a brick foundation. The exterior walls are all wood framed with varying widths of painted wood clapboard siding, and there are Ionic pilasters at the corners of the western portion. Unless otherwise noted, the windows are typically wood hung windows in nine-over-nine, nine-over-six, or six-over-six configurations with three-panel wood shutters at the first floor and two-panel louvered wood shutters at the upper levels. The exterior doors are typically multiple-light over paneled wood doors. The windows and doors are set in simple wood surrounds with wood sills.

Roof and Roof Drainage

The roof of Fenwick Manor is complex due to the various alterations to the building over time. At the older rear portion of the building, the roof is an asymmetrical front-gable with two dormers on the north side and a transition to a hipped roof over a projection at the northwest corner of the building. The north side of the gable extends to the newer front portion as a shed roof, which is mirrored on the south side. The center three bays of the front portion extend to the third floor with a shallow front-gable roof. All of these roofs at both sections of the building are finished with asphalt shingles. The sunroom and front porch both have low-slope bituminous roofs.

Five brick chimneys puncture the asphalt shingle roofs at various locations: the first is centered at the east end of the gable ridge of the older portion of the building; the second sits near the northeast corner of the eastern dormer at the old portion of the building; the third is located near the northeast corner of

2. DEVELOPMENTAL HISTORY

the third-floor roof of the newer portion of the building; and the final two sit at the transition of the two portions of the building, just south of the west end of the older asymmetrical gable ridge.

The roof drainage consists of hung half-round aluminum gutters, round aluminum leaders with extensions to direct water away from the building, and splash blocks.

Elevations

West Elevation

The west (front) elevation is five bays wide with regularly spaced fenestration. A front porch occupies the center three bays and has a low-slope hipped roof supported by Doric wood columns that rest on brick piers with wood-framed screen panels between them. The porch is close to the ground, and there is a small set of stairs in the center bay. There is no balustrade around the porch. Centered in the porch at the first floor is the entrance, which consists of a 16-light over two-panel wood door with a decorative five-light round-arched wood transom. The entrance is set in a surround of fluted, beveled wood trim with a wood keystone above the transom. At the first floor, the remaining four bays each contain a nine-over-nine hung wood window with shutters. At the second floor, all five bays hold a nine-over-six hung wood window with shutters. Shallow wood pilasters separate the two outer bays from the center three bays, and a molded wood cornice runs along the top of the second floor. Above, the two outer bays are topped with shed roofs, and the center three bays extend up to the attic level with a front-gable and short eave returns. All three of these bays contain a six-over-six hung wood window with shutters, and a five-light, semi-circular fixed wood window sits at the top of the center bay in the gable peak.

North Elevation

The north elevation is six bays wide with irregularly spaced fenestration. The two western-most bays are identical and contain a nine-over-nine hung wood window at the first floor, a nine-over-six hung wood window at the second floor and a shared shed dormer at the attic level with a six-over-six hung wood window in each bay. In the third bay from the west elevation, there is a previous entrance that has been infilled on the interior but still exists on the exterior. This consists of a four-panel wood door with a small set of brick steps and a hipped awning supported by two wood corbels. Immediately west of the door is a nine-over-six hung wood window at the first floor, and above is a 16-over-eight hung wood window at the second floor. At the attic level, there is a small gable dormer with a six-over-six hung wood window. The third bay from the east elevation holds a nine-over-six hung wood window at the first floor, a six-over-six hung wood window at the second floor, and a small gable dormer at the attic level with a six-over-six hung wood window; the upper sash of the dormer window has been replaced with a vent. In the second bay from the east elevation, there is a nine-over-six hung wood window at the first floor and another nine-over-six hung wood window at the second floor with a six-over-six hung wood window immediately west. The eastern-most bay contains two nine-over-six hung wood windows at the first floor. All windows on the elevation are flanked with shutters.

East Elevation

The east elevation is five bays wide with irregularly spaced fenestration. The southern-most bay is occupied by a one-story porch with a flat roof supported by square wood columns on a brick foundation that is enclosed by groups of three 20-light wood panels. On the east elevation, the flat roof extends east and is supported by two large wood corbels. A wide concrete step below leads to the porch entrance, which sits in the center of the bay and is an 18-light wood door with a three-light fixed wood

2. DEVELOPMENTAL HISTORY

transom. South of the door is a 20-light wood panel and north of the door is a 28-light wood panel. The second bay from the south elevation holds a nine-over-six hung wood window at the first floor, a six-over-six hung wood window at the second floor, and a smaller six-over-six hung wood window at the attic level. In the center bay, there are two nine-over-six hung wood windows at the first floor and a canted oriel with a six-over-six hung wood window in each side at the second floor. The attic level holds a smaller six-over-six hung wood window. The first and second floors of the two northern-most bays project from the rest of the elevation with a flat roof. In the second bay from the north elevation, there is an enclosed entry vestibule framed by simple wood pilasters and a three-light fixed wood transom above the passage. Within the entry vestibule, at the main elevation, is a six-panel solid-core wood door in a simple wood surround. Above the vestibule is a six-over-six hung wood window at the second floor. The attic level of this bay, at the main elevation, contains a smaller six-over-six hung wood window. The northern-most bay contains no fenestration. All windows, except for those in the oriel and at the enclosed porch, are flanked with shutters.

South Elevation

The south elevation is six bays wide with irregularly spaced fenestration. The two western-most bays mirror those on the north elevation, with each containing a nine-over-nine hung wood window at the first floor, a nine-over-six hung wood window at the second floor, and a smaller six-over-six hung wood window at the attic level in a shared shed dormer. The third, fourth, and fifth bays from the west elevation recess slightly from the two western-most bays. The first floor of all three bays is occupied by the enclosed porch, which projects from the main elevation and has a set of three 21-light wood panels in each bay separated by simple wood columns. Within the porch, there is a shallow canted bay projection in the western-most of the three bays with two nine-over-six hung wood windows in the southern face, one nine-over-six hung wood window in the southwestern face, and a 12-light over two-panel wood door in the remaining face. There is a five-panel wood door in the center bay and a nine-over-six hung wood window in the eastern-most of the three bays. At the second floor, there is a single six-over-six hung wood window in the two western-most of the three bays and a pair of the same windows in the third bay. The eastern-most bay is the south elevation of the two-story projection at the east elevation, so the bay is far recessed from the main elevation. At the first floor, three tall one-over-one hung wood windows over wood panels enclose the entry vestibule at the first floor. At the second floor is one six-over-six hung wood window. All windows, except for those at the enclosed porch and the entry vestibule, are flanked with shutters.

2.3.3 Interior Description

The description of the interior of the building relies heavily upon room callout notations. The first number of each notation indicates the floor on which the item is found. For example: 101 is a first-floor room. The doors and windows are similarly noted in consecutive order but are distinguished between each other and that of a room name by the indication of a "W" for window and "D" for door. For example: W101 would indicate a window located on the first floor.

General

Fenwick Manor consists of two floors of living space with a basement and an attic. The first floor is broken into thirds with a center hall running through the western two-thirds and a staircase leading to the second floor along the north wall of the middle section of the hall. A set of stairs below the main staircase leads down to the basement. The rooms surrounding the center hall generally become smaller

2. DEVELOPMENTAL HISTORY

as one moves from the front (west end) to the rear (east end). There is another staircase leading to the second floor and attic level near the northeast corner of the building. The second floor is generally comprised of larger rooms arranged around a stair hall at the center of the plan. A small staircase at the west end of the building provides access to the attic level. The interior finishes generally consist of sheet carpeting, painted plaster or gypsum board walls with a wood base, and painted plaster or gypsum board ceilings.

Basement

The basement is located beneath the older rear portion of the building and is accessed from the first floor via an unfinished wood staircase along the north wall and from the exterior via a set of concrete stairs and bulkhead doors at the north end of the east wall. The basement is a single room with the northeast corner partitioned off with wood-frame walls. The finishes generally consist of a brick floor with a recessed area in the western section of the room, roughly parged rubble stone walls, brick structural piers, unfinished beaded board at the partitions, and exposed first-floor lumber framing and wood boards at the ceiling. There is a triangular projection at the center of the west wall and a rectangular one near the middle of the east wall, both of which are fireplace foundations and are finished with the same roughly parged stone as the walls. The basement is surrounded by low crawlspaces typically constructed of brick, as they are newer than the original stone basement. The west crawlspace is accessed via a small opening at the south end of the west wall, and the north crawlspace is accessed via another small opening towards the east end of the north wall. The south crawlspace below the sunroom is not accessible.

First Floor

Room 101 – Entry Hall

The front entrance (D101) leads into the Entry Hall, which sits centered at the west end of the house. The floor is patterned sheet carpet, and the walls are painted plaster. A flat stock wood base with a molded top edge and a five-inch molded wood chair rail runs along all four walls. The ceiling is also painted plaster, and there is a dentilled wood cornice. Centered on the east wall is a large, cased opening that has been partially infilled to create a smaller opening (D145) within it. The larger cased opening is comprised of fluted square pilasters with plinths, simple cornices, and a three-point arch above with a fluted wooden keystone. Door D145 leads to the first Hall (Room 104). Mirrored doors on the north (D133) and south (D146) walls lead to the Conference Room (Room 105) and the Assistant's Office (Room 102), respectively.

Doors:

D101

Door Type:	Painted, 16-light over two-vertical-panel wood door; decorative five-section round-arched wood transom with wood muntins.
Hardware Type:	Modern full-mortise bright brass lever handle with thumb and key office lock; stainless steel closer; three bright brass knuckle hinges; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); plinth and imprinted corner blocks with radial pattern. On the exterior, fluted beveled wood trim with half-round molded edges and a simple

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	entablature around the door; the transom trim matches that on the interior but with a wood keystone.
<u>D145</u>	
Door Type:	No door, just an opening, with a five-light three-point arched transom; the inner faces of the opening are fluted.
Hardware Type:	None.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); plinth and molded cap at base of transom on the Room 101 side. Four-inch flat stock wood trim with a molded outer edge on the Room 104 side.

Room 102 – Assistant’s Office

The Assistant’s Office occupies the southwest corner of the first floor with access from the Entry Hall (Room 101) via door D146 at the north wall. The floor is sheet carpet, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is finished with newer painted gypsum board, and there is no crown molding. There is a fireplace at the east wall with a brick fire box and a wood surround in the Federal style with thin, gray-colored brick. Door D147 at the south end of the east wall leads to the Executive Director’s Office (Room 103), and there are two windows each at the south (W122 and W123) and west (W124 and W125) walls.

Doors:

<u>D146</u>	
Door Type:	Painted, six-panel wood door.
Hardware Type:	Modern full-mortise bright brass lever handle with thumb and key office lock; three bright brass knuckle hinges.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); plinth and imprinted corner blocks with abstract pattern; flush with plaster wall.

<u>D147</u>	
Door Type:	Painted, six-panel main wood door with slim three-panel side door to the north.
Hardware Type:	Modern full-mortise bright brass lever handle with thumb and office key lock at main leaf; wood astragal on side leaf; three bright brass knuckle hinges per leaf.
Trim:	Painted, four-inch simple molded wood trim, newer (similar to type 4).

Windows:

<u>W122</u>	
Window Type:	Nine-over-nine double hung wood window in a wood frame.
Hardware Type:	Brass sash lock and chains.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with abstract pattern and imprinted detail at apron.

<u>W123</u>	
Window Type:	Nine-over-nine double hung wood window in a wood frame.
Hardware Type:	Brass sash lock and chains.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with abstract pattern and imprinted detail at apron.

2. DEVELOPMENTAL HISTORY

W124

Window Type: Nine-over-nine double hung wood window in a wood frame.
Hardware Type: Brass sash lock and chains.
Trim: Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with abstract pattern and imprinted detail at apron.

W125

Window Type: Nine-over-nine double hung wood window in a wood frame.
Hardware Type: Brass sash lock and chains.
Trim: Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with abstract pattern and imprinted detail at apron.

Room 103 – Executive Director's Office

The Executive Director's Office is located immediately east of the Assistant's Office (Room 102) with access from the first Hall (Room 104) via door D143 at the east end of the north wall and from the Assistant's Office (Room 102) via door D147 at the south end of the west wall. The floor is sheet carpet continued from Room 102, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is finished with newer painted gypsum board, and there is no crown molding. There is a fireplace in the northwest corner of the room finished with a firebox of thin, dark gray brick and a classical wood surround. The south wall bows out to create a canted bay. Door D118 sits in the eastern cant of the bay and leads to the enclosed porch (Room 116), while windows W119, W120, and W121 occupy the southern face and western cant of the bay.

Doors:

D118

Door Type: Painted, nine-light over two-vertical panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; separate bright brass deadbolt; three bright brass knuckle hinges; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, four-inch simple molded wood trim, newer (type 2).

D143

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim: Painted, four-inch simple molded wood trim, newer (type 2).

Windows:

W119

Window Type: Nine-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.
Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, simple molded wood, continuous with W119a and W120 (type 2); continuous flat stock wood sill and apron.

W120

Window Type: Nine-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

2. DEVELOPMENTAL HISTORY

Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, simple molded wood, continuous with W119a and W120 (type 2); continuous flat stock wood sill and apron.
<u>W121</u>	
Window Type:	Nine-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, simple molded wood, continuous with W119a and W120 (type 2); continuous flat stock wood sill and apron.

Room 104 – Hall 1

The first Hall is located at the center of the building, immediately east of the Entry Hall (Room 101) and is accessed from the Entry Hall via door D145 at the west wall and from the Executive Director's Office (Room 103) via door D143 at the east end of the south wall. The floor is patterned sheet carpet continued from the Entry Hall (Room 101), and the walls are painted plaster with a flat stock wood base with a molded top edge. A deep, molded wood chair rail runs along all walls. The ceiling is plaster, and there is no crown molding. A quarter turn staircase sits along the north wall with turned newel posts and balusters and a simple, molded wood handrail. A carpet runner matching the floor carpeting covers the treads and risers, and the first tread acts as the lower landing. The exposed stringer is accented with a carved piece of wood layered below each tread nosing. A closet in the southwest corner of the room is accessible via door D144 at the south wall and has a curved wall at the northeast corner. Door D142 at the east wall leads to the third Hall (Room 110).

Door:

D144

Door Type:	Painted, four-panel wood door.
Hardware Type:	Modern, full-mortise bright brass lever handle with office lock; three bright brass knuckle hinges.
Trim:	Painted, flat stock wood trim with molded outer edge; flush with the plaster wall.

Room 105 – Conference Room

The Conference Room occupies the northwest corner of the first floor with access from the Entry Hall (Room 101) via door D133 at the south wall. The floor is sheet carpet, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is also painted plaster, and there is no crown molding. A fireplace along the east wall has a brick firebox with embossed cast iron plates lining the sides, a marble hearth and face, and a wood surround in the Federal style very similar to that in the Assistant's Office (Room 102). There is a small closet immediately north of the fireplace that is accessed via door D135. The second Hall (Room 106) is accessible via door D134 at the south end of the east wall.

Doors:

D133

Door Type:	Painted, six-panel wood door.
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2. DEVELOPMENTAL HISTORY

Hardware Type:	Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); plinth and imprinted corner blocks with radial pattern.
<u>D135</u>	
Door Type:	Painted, six-panel wood door.
Hardware Type:	Modern full-mortise bright brass lever handle (thinner than typical) with office lock; two bright brass knuckle hinges.
Trim:	Painted, four-inch simple molded wood trim, newer (type 4).
Windows:	
<u>W102</u>	
Window Type:	Nine-over-nine hung wood window.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with radial pattern.
<u>W103</u>	
Window Type:	Nine-over-nine hung wood window.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with radial pattern.
<u>W104</u>	
Window Type:	Nine-over-nine hung wood window.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with radial pattern.
<u>W105</u>	
Window Type:	Nine-over-nine hung wood window.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, six-inch wide elaborate molded wood (type 1); imprinted corner blocks with radial pattern.

Room 106 – Hall 2

The second Hall is located near the center of the building, extending east from the Conference Room (Room 105) and running parallel to the first Hall (Room 104), just north of the staircase. The floor is patterned sheet carpet, and the walls are all finished with painted gypsum board. A slightly newer version of the flat stock wood base with a molded top edge runs along all walls. The ceiling is also painted gypsum board, and there is no crown molding. An opening at the east end of the south wall leads to the third Hall (Room 110). Additional access is granted to the Basement Stair Landing (Room 107) via door D136 at the west end of the south wall, as well as to the Legal Office (Room 107) and the Special Program Director's Office (Room 108) via doors D137 and D138, respectively, at the north wall.

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Door:

D134

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Room 107 – Basement Stair Landing

The Basement Stair Landing is located below the wood stairs along the north wall of the first Hall (Room 104) and is accessed from the second Hall (Room 106) via door D136 at the west end of the north wall. The floor is unfinished narrow wood boards running north-south. The walls and ceiling are painted plaster with no base or crown molding. A straight-run wooden staircase with unfinished wood treads leads from the landing at the west end of the room down to the basement. There is a pipe handrail fastened to the south wall at the upper landing and a wood post at the base of the stair.

Door:

D136

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Room 108 – Legal Office

The Legal Office is located immediately east of the Conference Room (Room 105) at the north end of the building and is accessible from the second Hall (Room 106) via door D137 at the east end of the south wall. The floor is patterned sheet carpet continued from the second Hall (Room 106), and the walls are all finished with painted gypsum board. A slightly newer version of the flat stock wood base with a molded top edge runs along all walls. The ceiling is also painted gypsum board, and there is no crown molding. Window W106 sits towards the west end of the north wall.

Door:

D137

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Window:

W106

Window Type: Nine-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with clear tape.
Hardware Type: Brass sash lock, chains, and sash pull; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, simple molded wood trim, newer (type 3); flush with the gypsum wall.

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Room 109 – Special Program Director’s Office

The Special Program Director’s Office is located immediately east of the Legal Office (Room 108) at the north end of the building and is accessible from the second Hall (Room 106) via door D138 at the west end of the south wall. The floor is patterned sheet carpet continued from the second Hall (Room 106), and the walls are all finished with painted gypsum board. A slightly newer version of the flat stock wood base with a molded top edge runs along all walls. The ceiling is also painted gypsum board, and there is no crown molding. Window W108 sits towards the west end of the north wall.

Door:

D138

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.
Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Window:

W108

Window Type: Nine-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam weatherstripping.
Hardware Type: Brass sash lock, chains, and sash pull; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, flat stock wood with simple molded inner edge; flush with the gypsum wall.

Room 110 – Hall 3

The third Hall is located near the east end of the building, immediately east of the first Hall (Room 104) and south of the second Hall (Room 106). It is accessed from the first Hall via door D142 at the west wall, the second Hall via an opening at the west end of the north wall, and fourth Hall (Room 111) via an opening at the north end of the east wall. The floor is patterned sheet carpet continued from the first and second Halls, and all walls are painted plaster with a flat stock wood base with a molded top edge. There is a built-in wood cabinet at the north end of the west wall with two small doors at the top, a shelf at the center, and one door at the bottom. The ceiling is finished with painted gypsum board, and there is no crown molding. The Restroom (Room 114) is accessible via door D140 at the west wall, and the Break Room (Room 115) is accessed via door D141 at the east end of the south wall.

Door:

D142

Door Type: No door, just an opening.
Hardware Type: None.
Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Room 111 – Hall 4

The fourth Hall is located at the east end of the building, to the northeast of the third Hall (Room 110) and south of the Copy Room (Room 112). It is accessed from the exterior via door D112 at the north end of the east wall and from the third Hall (Room 110) via an opening at the south end of the west wall. The floor is patterned sheet carpet continued from the third Hall, and all walls are painted plaster with a flat

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stock wood base with a molded top edge. The ceiling is finished with painted gypsum board, and there is no crown molding. At the northwest corner of the room is a U-shaped winder stair with carpeted treads. The baseboard continues up the stairs on the north and west sides, and there is a simple round wood handrail mounted to the north wall of the stair. A gypsum board partition encloses the stair, and the space below the stair is open. The Copy Room (Room 112) is accessible via an opening in the north wall, and window W113 is located south of door D112 at the east wall.

Door:

D112

Door Type: Painted, six-panel wood door.

Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges and a closer.

Trim: Painted, four-inch simple molded wood trim, newer (type 4).

Window:

W113

Window Type: Nine-over-six hung wood window; possibly newer material.

Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 3).

Room 112 – Copy Room

The Copy Room occupies the northeast corner of the first floor and is accessed from the fourth Hall (Room 111) via an opening in the south wall. The floor is sheet vinyl, and the walls are all finished with painted gypsum board. A slightly newer version of the flat stock wood base with a molded top edge runs along all walls, and there is a formica countertop with a half-round wood edge along the south and east walls. The ceiling is also painted gypsum board, and there is no crown molding. The Janitor Closet (Room 113) is accessible via door D139 at the south end of the west wall, and two windows (W110 and W111) sit on the north wall.

Windows:

W110

Window Type: Nine-over-six hung wood window; possibly newer material.

Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 3); flush with the gypsum wall.

W111

Window Type: Nine-over-six hung wood window; possibly newer material.

Hardware Type: Brass sash lock; aluminum jamb rods in place of chains; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 3); flush with the gypsum wall.

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Room 113 – Janitor Closet

The Janitor Closet is located immediately west of the Copy Room (Room 112), at the north end of the building, and is accessed via door D139 at the south end of the east wall. The floor is quarry tile, and all walls are finished with a ceramic tile wainscot with painted gypsum board above. The ceiling is painted gypsum board, and there is no crown molding. There is a rectangular projection at the center of the west wall and a utility sink at the floor just north of the projection. Window W109 sits at the north wall.

Door:

D139

Door Type: Painted, six-panel wood door.

Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges.

Trim: Painted, four-inch simple molded wood trim, newer (type 3).

Window:

W109

Window Type: Nine-over-six hung wood window; possibly newer material.

Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 3); flush with the gypsum and tile wall.

Room 114 – Restroom

The Restroom is located at the east end of the building, immediately south of the fourth Hall (Room 111) and accessed from the third Hall (Room 110) via door D140 at the north end of the west wall. There is a half-height partition wall that separates a small portion of the north end of the room from the rest of the space. The floors are small ceramic tiles, and the four main walls are finished with painted gypsum board. A ceramic tile wainscot covers the west side of the partition wall and the lower portion of the north, west, and south walls west of the partition. There is a porcelain toilet immediately west of the partition at the north wall and a wall-mounted porcelain sink at the west end of the south wall. Window W114 is centered on the east wall.

Door:

D140

Door Type: Painted, six-panel wood door.

Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges and a closer.

Trim: Painted, four-inch simple molded wood trim, newer (type 3).

Window:

W114

Window Type: Nine-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and two sash pulls; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 3); flush with the gypsum and tile wall.

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Room 115 – Break Room

The Break Room occupies the southeast corner of the first floor and is accessed from the exterior via door D117 at the west end of the south wall and from the third Hall (Room 110) via door D141 towards the west end of the north wall. The floor is sheet vinyl, and all walls are finished with painted gypsum board. A flat stock wood base with a molded top edge and a quarter-round shoe mold is along all walls. The ceiling is also painted gypsum board, and there is no crown molding. There is lower and upper wood cabinetry with a stainless-steel sink along the northern half of the west wall and a fireplace at the north end of the east wall with a closet in the southern side. The fireplace is finished with glazed terra cotta tile with curved corners and an arched opening. There is a molded wood mantel with egg-and-dart molding below. Window W115 sits near the south end of the east wall, and there is a built-in wood bench below the window. Window W116 is centered on the south wall.

Doors:

D117

Door Type: Stained, five-panel wood door; painted on the exterior side.

Hardware Type: Modern full-mortise bright brass lever handle with thumb and office lock; three bright brass knuckle hinges and a closer.

Trim: Painted, four-inch simple molded wood trim, newer (similar to type 2).

D141

Door Type: No door, just an opening.

Hardware Type: None.

Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

Windows:

W115

Window Type: Nine-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and two sash pulls; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 2); wood panel below with built-in wood bench.

W116

Window Type: Nine-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and two sash pulls; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, four-inch simple molded wood trim, newer (type 2); wood panel below.

Second Floor

Room 201 – Hall 1

Hall 1 occupies the west central portion of the building and is accessed from the straight-run wood staircase in the Hall below (Room 104) and door D233, which sits at the top of the stairs. The floor is sheet carpet over wood, and the walls are finished with painted plaster. A simple, molded wood chair rail lines the north, east, and south walls, and the ceiling is finished with painted gypsum board. A flat-stock wood base with a molded top edge and a molded wood cornice line all walls. On either end of the west wall is a small closet, which are accessed via doors D227 and D229. Between these closets is a rectangular alcove with a window (W201) on the west side. Two steps lead up to a door (D228) on the

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south wall of the alcove that provides access to the attic via a winder wood staircase. Door D224 at the west end of the north wall leads to Room 202, and door D230 in the same location on the south wall leads to Room 203. At the southern end of the east wall, door D234 leads to Room 204.

Doors:

D227

Door Type: Painted, six-panel wood door.
Hardware Type: Crystal knobs with brass escutcheon and separate solid key plate below; external lock box on closet side; separate modern bright brass deadbolt; two small hinges.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks at fluted inset with radial pattern.

D228

Door Type: Painted, six-panel wood door.
Hardware Type: Crystal knobs with brass escutcheon and separate solid key plate below; external lock box on closet side; separate modern bright brass deadbolt; two small hinges.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks at fluted inset with radial pattern.

D229

Door Type: Painted, six-panel wood door.
Hardware Type: Crystal knobs with brass escutcheon and separate solid key plate below; external lock box on closet side; separate modern bright brass deadbolt; two small hinges.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks at fluted inset with radial pattern.

D233

Door Type: No door, just an opening.
Hardware Type: None.
Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

D234

Door Type: No door, just an opening.
Hardware Type: None.
Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

Windows:

W201

Window Type: Nine-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; solid corner blocks at fluted inset.

Room 202 – Planning Office 1

The first Planning Office occupies the northwest corner of the second floor of the building and is accessed from Hall 1 (Room 201) via door D224 at the south wall. The floor is sheet carpet continued

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from Room 201, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. Centered at the east wall is a sealed fireplace and a wood surround with simple molded and fluted wood details. Two closets flank the fireplace, one on either side, and are accessible via doors D225 and D226. Windows W202 and 203 are located on the west wall, while windows W204 and W205 sit on the north wall.

Doors:

D224

Door Type: Painted, six-panel wood door.
Hardware Type: Modern full-mortise bright brass knobs with thumb lock; two bright brass knuckle hinges.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset on; imprinted corner blocks at fluted inset with radial pattern.

D225

Door Type: Door no longer remains.
Hardware Type: Half of two small hinges remain at the frame.
Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

D226

Door Type: Door no longer remains.
Hardware Type: None.
Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

Windows:

W202

Window Type: Nine-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks with radial pattern at fluted inset; imprinted detail at apron.

W203

Window Type: Nine-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks with radial pattern at fluted inset; imprinted detail at apron.

W204

Window Type: Nine-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks with radial pattern at fluted inset; imprinted detail at apron.

W205

Window Type: Nine-over-six aluminum-spring balance wood window.

2. DEVELOPMENTAL HISTORY

Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, flat-stock wood with a molded outer edge and a fluted inset; imprinted corner blocks with radial pattern at fluted inset; imprinted detail at apron.

Room 203 – Planning Office 2

The second Planning Office occupies the southwest corner of the second floor of the building and is accessed from Hall 1 (Room 201) via door D230 at the south wall. The floor is sheet carpet continued from Room 201, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. Centered at the east wall is a fireplace and a wood surround in the Federal style. Two closets flank the fireplace, one on either side, and are accessible via doors D231 and D232. Windows W220 and 221 are located on the south wall, while windows W222 and W223 sit on the west wall.

Doors:

D230

Door Type:	Painted, six-panel wood door.
Hardware Type:	Modern full-mortise bright brass knobs with thumb lock; two bright brass knuckle hinges.
Trim:	Painted, flat-stock wood with a molded outer edge and a fluted inset on Room 201 side, imprinted corner blocks at fluted inset with radial pattern; elaborate molded wood (type 1) at Room 202 side.

D231

Door Type:	Painted, five-panel wood door.
Hardware Type:	Brass escutcheon and separate solid key plate; two ball-top hinges.
Trim:	Painted, four-inch simple molded wood trim, newer (similar to type 4).

D232

Door Type:	Painted, five-panel wood door.
Hardware Type:	Crystal knobs with brass escutcheon and separate solid key plate; external lock box on closet side; separate newer bright brass deadbolt; two ball-top hinges.
Trim:	Painted, four-inch simple molded wood trim, newer (similar to type 4).

Windows:

W220

Window Type:	Nine-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, elaborate molded wood (type 1).

W221

Window Type:	Nine-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, elaborate molded wood (type 1).

2. DEVELOPMENTAL HISTORY

W222

Window Type: Nine-over-six aluminum-spring balance wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, elaborate molded wood (type 1).

W223

Window Type: Nine-over-six aluminum-spring balance wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, elaborate molded wood (type 1).

Room 204 – Hall 2

Hall 2 is located at the center of the second floor of the building. It sits two steps below and is accessible from Hall 1 (Room 201) via door D234 at the east wall. The floor is sheet carpet continued from Room 201, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. The east end of Hall 2 leads to Hall 3 (Room 207), which runs perpendicular to the second hall. A large, closet lines the north wall and is accessed via doors D235 and D236. At the east end of the south wall, door D244 leads to Room 205, and door D241 at the east wall provides access to Room 206.

Doors:

D235

Door Type: Painted, five-panel wood door.

Hardware Type: Brass thumb latch; two ball-top hinges.

Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

D236

Door Type: Painted, five-panel wood door.

Hardware Type: Brass thumb latch; two ball-top hinges.

Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

Room 205 – Planning Office 3

The third Planning Office occupies the southeast corner of the second floor of the building and is accessed from Hall 2 (Room 204) via door D244 at the north wall. The floor is sheet carpet continued from Room 204, and the walls and ceiling are painted gypsum board. A flat stock wood base with a molded top edge lines all walls. At the northwest corner of the room is a canted wall holding a simple brick fireplace with a tile hearth and built-in shelving above with a pair of leaded diamond-light wood cabinet doors. Window W215 is located at the north end of the east wall. Windows W216 and W217 sit close together towards the east end of the south wall, while windows W218 and W219 are located in the western half of the south wall.

2. DEVELOPMENTAL HISTORY

Door:

D244

Door Type: Painted, five-panel wood door.

Hardware Type: Full-mortise crystal knobs with brass escutcheons and separate key plate; two ball-top hinges.

Trim: Painted, three-inch simple molded wood trim, newer.

Windows:

W215

Window Type: Six-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W216

Window Type: Six-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W217

Window Type: Six-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W218

Window Type: Six-over-six friction-operated wood window.

Hardware Type: Brass sash lock; aluminum jambs; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim with fluted inner edge.

W219

Window Type: Six-over-six friction-operated wood window.

Hardware Type: Brass sash lock; aluminum jambs; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim with fluted inner edge.

Room 206 – Planning Director's Office

The Planning Director's Office occupies the east central section of the second floor of the building and is accessed from Hall 2 (Room 204) via door D241 at the west wall. The floor is sheet carpet continued from Room 204, and the walls and ceiling are painted gypsum board. A flat stock wood base with a molded top edge lines all walls. At the east wall is a canted bay projection, which holds windows W212, W213, and W214 on its three sides. There is a small closet on either side of the bay projection that are accessible via doors D242 and D243.

2. DEVELOPMENTAL HISTORY

Doors:

D241

Door Type: Painted, six-panel wood door.
Hardware Type: Full-mortise brass knobs with escutcheons; two ball-top hinges.
Trim: Painted, three-inch simple molded wood trim, newer.

D242

Door Type: Painted, three-panel wood door.
Hardware Type: Brass thumb latch; separate older brass deadbolt with external lock box on closet side; two ball-top hinges.
Trim: Painted, three-inch simple molded wood trim, newer.

D243

Door Type: Painted, three-panel wood door.
Hardware Type: Brass thumb latch; two ball-top hinges.
Trim: Painted, three-inch simple molded wood trim, newer.

Windows:

W212

Window Type: Six-over-six hung wood window.
Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, molded wood trim, newer.

W213

Window Type: Six-over-six hung wood window.
Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, molded wood trim, newer.

W214

Window Type: Six-over-six hung wood window.
Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, molded wood trim, newer.

Room 207 – Hall 3

Hall 3 is located near the center of the second floor of the building and is oriented perpendicular to the second hall (Room 204), joining it at its south end. The floor is sheet carpet continued from Room 201, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. The north end of Hall 3 leads to the fifth planning office (Room 210), and there is a small closet at the south end of the west wall accessible via door D237.

Door:

D237

Door Type: Painted, five-panel wood door.
Hardware Type: Brass thumb latch; separate newer bright brass deadbolt; two ball-top hinges.
Trim: Painted, four-inch simple molded wood trim, newer (similar to type 4).

2. DEVELOPMENTAL HISTORY

Room 208 – Planning Office 4

The fourth Planning Office occupies the northeast corner of the second floor of the building and is accessed from Hall 3 (Room 207) via an opening at the west end of the south wall. The floor is sheet carpet continued from Room 207, and the walls are painted plaster with a flat-stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. Along the south wall, an enclosed straight-run wood staircase leads down to the first floor from the east side and up to the attic level through door D240 from the west side. Room 209 is accessible via door D238 at the south end of the west wall. Room 210 is located within Room 208 as a rectangular projection along the west wall and is accessed via door D239, which sits in the south wall of Room 210. Windows W208 and W209 are located on the north wall, while windows W210 and W211 sit at the east and south walls, respectively, near the southeast corner of the room.

Door:

D240

Door Type: Painted, six-panel wood door.

Hardware Type: Full-mortise crystal knob with brass escutcheon on room side; wood knob with brass escutcheon on stair side; separate key plate on both sides; two ball-top hinges.

Trim: Painted, three-inch simple molded wood trim, newer.

Windows:

W208

Window Type: Six-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W209

Window Type: Nine-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W210

Window Type: Six-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

W211

Window Type: Six-over-six hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

Room 209 – Planning Office 5

The fifth Planning Office occupies the north central section of the second floor of the building and is accessed from the fourth Planning Office (Room 208) via door D238 at the south end of the east wall.

2. DEVELOPMENTAL HISTORY

The floor is sheet carpet continued from Room 208, and the walls are painted plaster with a flat-stock wood base with a molded top edge. The ceiling is painted gypsum board, and there is no crown molding. Window W206 is centered on the north wall.

Door:

D238

Door Type: Painted, five-panel wood door.

Hardware Type: Full-mortise crystal knobs with brass escutcheons; two ball-top hinges; newer bright brass wall doorstop.

Trim: Painted, three-inch simple molded wood trim, newer.

Window:

W206

Window Type: 12-over-eight hung wood window; interior storm panel with aluminum frame and vinyl, held in frame with foam around perimeter.

Hardware Type: Brass sash lock, chains, and two sash pulls; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

Room 210 – Restroom

The Restroom is located immediately east of Room 209 at the second floor of the building and is accessed from the fourth Planning Office (Room 208) via door D239 at the south wall. The floor is quarry tile, and the walls are painted gypsum board with a ceramic tile wainscot. The ceiling is painted gypsum board, and there is no crown molding. Window W207 is centered on the north wall. There is a porcelain toilet along the north wall and a wall-mounted sink on the west wall.

Door:

D239

Door Type: Painted, six-panel wood door.

Hardware Type: Full-mortise newer bright brass knobs with thumb lock; two ball-top hinges; newer bright brass wall doorstop.

Trim: Painted, three-inch simple molded wood trim, newer.

Window:

W207

Window Type: Six-over-six hung wood window.

Hardware Type: Brass sash lock, chains, and one sash pull; plastic venetian blinds with a pull chord and hardware.

Trim: Painted, molded wood trim, newer.

Attic

Room 301 – Stair Landing 1

The first Stair Landing occupies the west central portion of the building and is accessed from the carpeted wood winder staircase in the Stair Hall below (Room 201) and door D228, which sits at the bottom of the stairs. The floor is sheet carpet over wood, and the walls are painted plaster with a flat stock wood base with a molded top edge. The ceiling is painted plaster, and there is no crown molding. A simple wood railing sits along the north side of the stairwell, and there is a piece of plywood installed

2. DEVELOPMENTAL HISTORY

along the west wall that creates a table surface just above the railing height. Door D314 at the south end of the east wall provides access to a closet. Door D314 at the east end of the south wall leads to the first storage room (Room 302), and door D316 at the east end of the north wall leads to the second storage room (Room 303). A small ramp leads up to each room, which sit slightly above the floor height of the first Stair Landing. Window W301 is located at the north end of the west wall.

Door:

D313

Door Type: Painted, four-panel wood door.
Hardware Type: Spring slide latch; two small hinges.
Trim: Painted, fluted wood trim with solid corner blocks.

Window:

W301

Window Type: Six-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim: Painted, fluted wood trim.

Room 302 – Storage 1

The first Storage room occupies the southwest corner of the attic level of the building and is accessed from the first Stair Landing (Room 301) via door D314 at the north wall. The floor is sheet carpet continued from Room 301, and the walls are painted plaster with a flat stock wood base with a molded top edge. Due to the raised floor, the base in this room is shorter than in Room 301. The ceiling is painted gypsum board, and there is no crown molding. At the northeast corner of the room, door D315 provides access to the upper-most attic space via a wood staircase. There is a large rectangular projection in the southeast corner of the room, and a set of wooden shelves are mounted at the west end of the north wall. Windows W310 and W311 are equally spaced along the south wall, while W312 is located near the center of the west wall.

Doors:

D314

Door Type: Painted, four-panel wood door, has been cut at the bottom to accommodate the raised floor.
Hardware Type: Wood knob with wood escutcheon on Room 301 side; wood knob with external lock box on Room 302 side; two small hinges.
Trim: Painted, fluted wood trim; imprinted corner blocks with an “X” pattern.

D315

Door Type: Painted, four-panel wood door.
Hardware Type: Older metal latch; newer stainless steel hasp latch; two small hinges.
Trim: Painted, flat stock wood trim with a quarter-round outer edge.

Windows:

W310

Window Type: Six-over-six aluminum-spring balance wood window.
Hardware Type: Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.

2. DEVELOPMENTAL HISTORY

Trim:	Painted, fluted wood trim.
<u>W311</u>	
Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, fluted wood trim.
<u>W312</u>	
Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, fluted wood trim.

Room 303 – Storage 2

The second Storage room occupies the northwest corner of the attic level of the building and is accessed from the first Stair Landing (Room 301) via door D316 at the south wall. The floor is sheet carpet continued from Room 301, and the walls are painted plaster with a flat stock wood base with a molded top edge and a quarter-round shoe mold. Due to the raised floor, the base in this room is shorter than in Room 301. The ceiling is painted gypsum board, and there is no crown molding. At the south end of the east wall, a small set of stairs lead down to Room 303a, which acts as a vestibule to the eastern half of the attic level. East of door D316, door D317 provides access to a closet, and there is a rectangular projection at the northeast corner of the room. Window W302 is centered at the west wall, while windows W303 and W304 are equally spaced along the north wall.

Doors:

<u>D316</u>	
Door Type:	No door remains.
Hardware Type:	None.
Trim:	Painted, fluted wood trim; imprinted corner blocks with an “X” pattern.
<u>D317</u>	
Door Type:	No door remains.
Hardware Type:	Half of two small hinges remain at the frame.
Trim:	Painted, fluted wood trim.

Windows:

<u>W302</u>	
Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, fluted wood trim; imprinted corner blocks with an “X” pattern.
<u>W303</u>	
Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, fluted wood trim; imprinted corner blocks with an “X” pattern.

2. DEVELOPMENTAL HISTORY

W304

Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock; aluminum spring coils; plastic venetian blinds with a pull chord and hardware.
Trim:	Painted, fluted wood trim; imprinted corner blocks with an "X" pattern.

Room 303a – Vestibule

The Vestibule extends east from the south end of the east wall and connects Room 303 to the Hall (Room 304). The floor is unfinished plywood, and the walls and ceiling are painted gypsum board. Door D318, which leads to Room 304, sits at the east wall.

Door:

D318

Door Type:	Unfinished, newer flush wood door in a steel frame, fire rated.
Hardware Type:	Brass knobs with rim engraving; three stainless steel knuckle hinges; stainless steel closer.
Trim:	Painted, no trim, just the steel frame.

Room 304 – Hall

The Hall runs in the west-east direction and is located in the center portion of the eastern section of the attic level. It is accessed from Room 303a via door D318 at the west end and from the second Stair Landing (Room 307) through an opening at the east end of the north wall. The floor is unfinished plywood, and the walls and ceiling are painted gypsum board. There is no base or crown molding. Door D319 near the center of the north wall leads to Room 305, and door D320 at the east end of the south wall leads to Room 306.

Room 305 – Mechanical 1

The first Mechanical space occupies the northeastern corner of the attic level of the building and is accessed from the Hall (Room 304) via door D319 at the south wall. The floor is raised about two feet from that of the Hall, so this room functions as a crawl space for ductwork. Room 307 projects into the room at the southeast corner. This projection and a brick chimney visually separate the single room into western and eastern portions. The floor in both portions is wood boards running west-east, but the wall finishes vary. In the western portion, the west wall is horizontal beaded board, the south wall is unfinished older wood framing, and the east walls are a combination of vertical beaded board and unfinished gypsum wallboard. In the eastern portion, the east wall is horizontal beaded board, while the south and west walls are vertical beaded board. The ceiling slopes down towards the north end of the room at both portions and shows the foil backing of batt insulation between the roof framing members. Two gable dormers project from the roof in the western portion of the room and hold windows W305 and W306. Ductwork runs through most of the space.

Door:

D319

Door Type:	Unfinished, newer flush wood door in a steel frame, fire rated; door is cut shorter to accommodate raised floor.
Hardware Type:	Brass knobs with rim engraving; two stainless steel knuckle hinges.

2. DEVELOPMENTAL HISTORY

Trim:	Painted, no trim, just the steel frame.
Windows:	
<u>W305</u>	
Window Type:	Six-over-six aluminum-spring balance wood window.
Hardware Type:	Brass sash lock and sash pull; aluminum spring coils.
Trim:	Unfinished, flat stock wood trim.
<u>W306</u>	
Window Type:	Six-over-six aluminum-spring balance wood window; upper sash is replaced with an aluminum electric fan.
Hardware Type:	Brass sash pull; aluminum spring coils.
Trim:	Unfinished, flat stock wood trim.

Room 306 – Mechanical 2

The second Mechanical space occupies the southeast corner of the attic level of the building and is accessed from the Hall (Room 304) via door D320 at the east end of the north wall. The floor is wide, unfinished wood boards and is a half-step down from the Hall. The wall finishes vary; the north wall is painted gypsum board and the east wall is exposed dimensional lumber framing. Closets at the southeast and northwest corners of the room are clad in vertical beaded board and are accessed via doors D321 and D322, respectively. The ceiling slopes down towards the south end of the room and shows the foil backing of batt insulation between the roof framing members. There is a brick chimney at the west and east walls, both placed near the center of the walls. Windows W308 and W309 sit at either end of the east wall. There are multiple wood columns supporting the roof framing, and ductwork runs along most of the floor.

Doors:	
<u>D320</u>	
Door Type:	Unfinished, newer flush wood door in a steel frame, fire rated.
Hardware Type:	Brass knobs with rim engraving; separate newer bright brass deadbolt; three stainless steel knuckle hinges; stainless steel closer.
Trim:	Painted, no trim, just the steel frame.
<u>D321</u>	
Door Type:	Painted, four-panel wood door.
Hardware Type:	Porcelain knob with steel escutcheon and separate key plate below on room side; one steeple hinge at the top.
Trim:	None.
<u>D322</u>	
Door Type:	Door no longer remains.
Hardware Type:	None.
Trim:	None.
Windows:	
<u>W308</u>	
Window Type:	Six-over-six hung wood window.
Hardware Type:	Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim:	Unfinished, flat stock wood trim.

2. DEVELOPMENTAL HISTORY

W309

Window Type: Six-over-six hung wood window.
Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim: Unfinished, flat stock wood trim.

Room 307 – Stair Landing 2

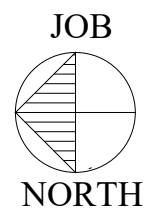
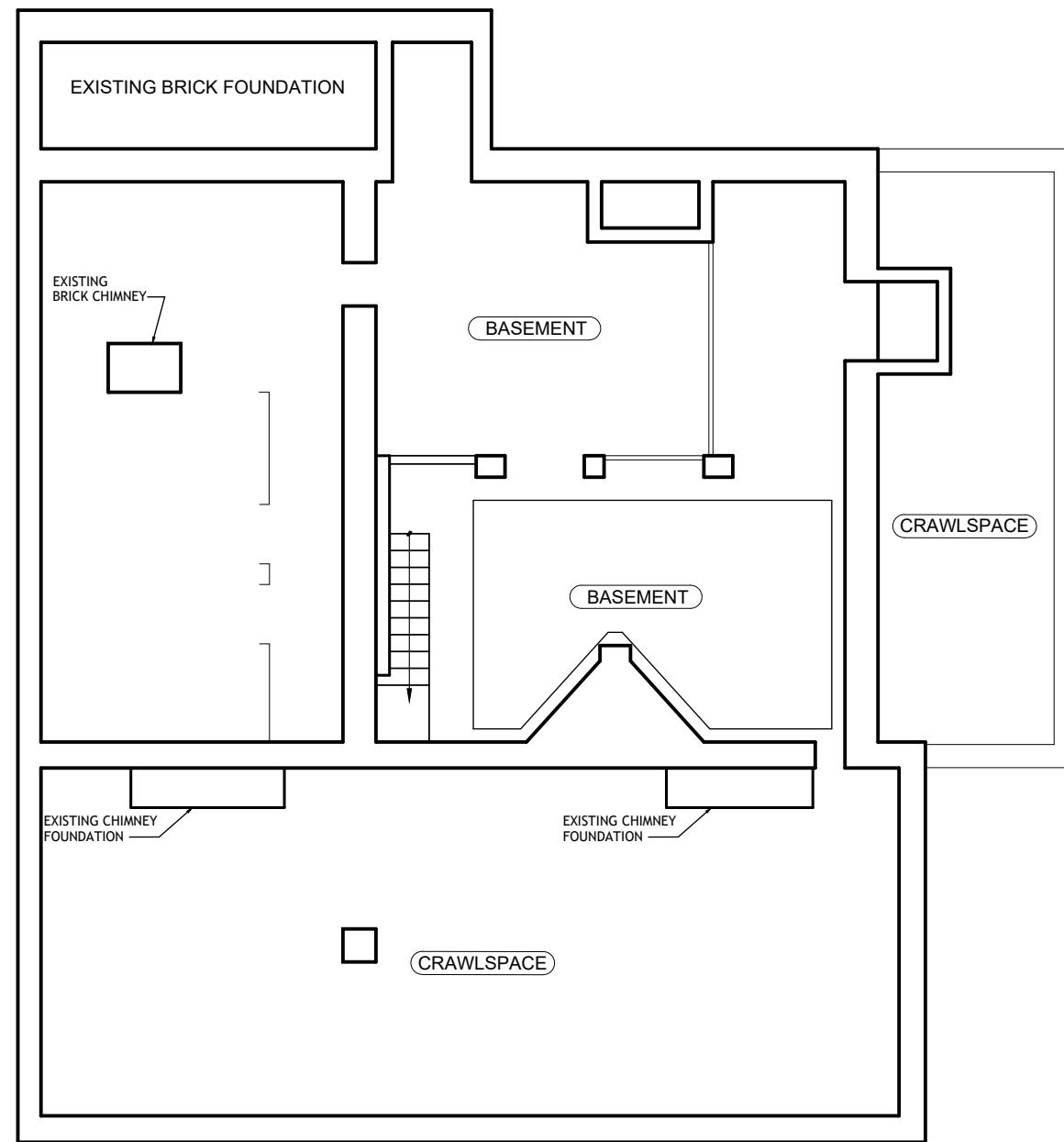
The second Stair Landing is located between the Hall (Room 304) and the first Mechanical space (Room 305) at the east end of the attic level of the building. The floor is unfinished plywood and sits a half-step down from the floor of the Hall. An unfinished, straight-run wood staircase provides access to the attic level from the second floor and has wood stringers with a molded top edge. The walls are plaster, but the top three-quarters of the north, west, and south walls are covered with unfinished gypsum board. The east wall and ceiling are entirely covered with gypsum board. Window W307 occupies the east wall.

Window:

W307

Window Type: Six-over-six hung wood window.
Hardware Type: Brass sash lock and chains; plastic venetian blinds with a pull chord and hardware.
Trim: Unfinished, flat stock wood trim with quarter-round inner edge.

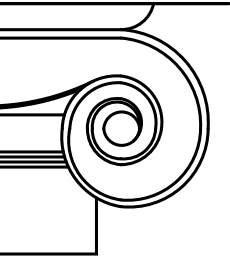
2.3.4 Architectural Plans and Elevations



BASEMENT FLOOR PLAN

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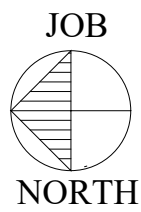
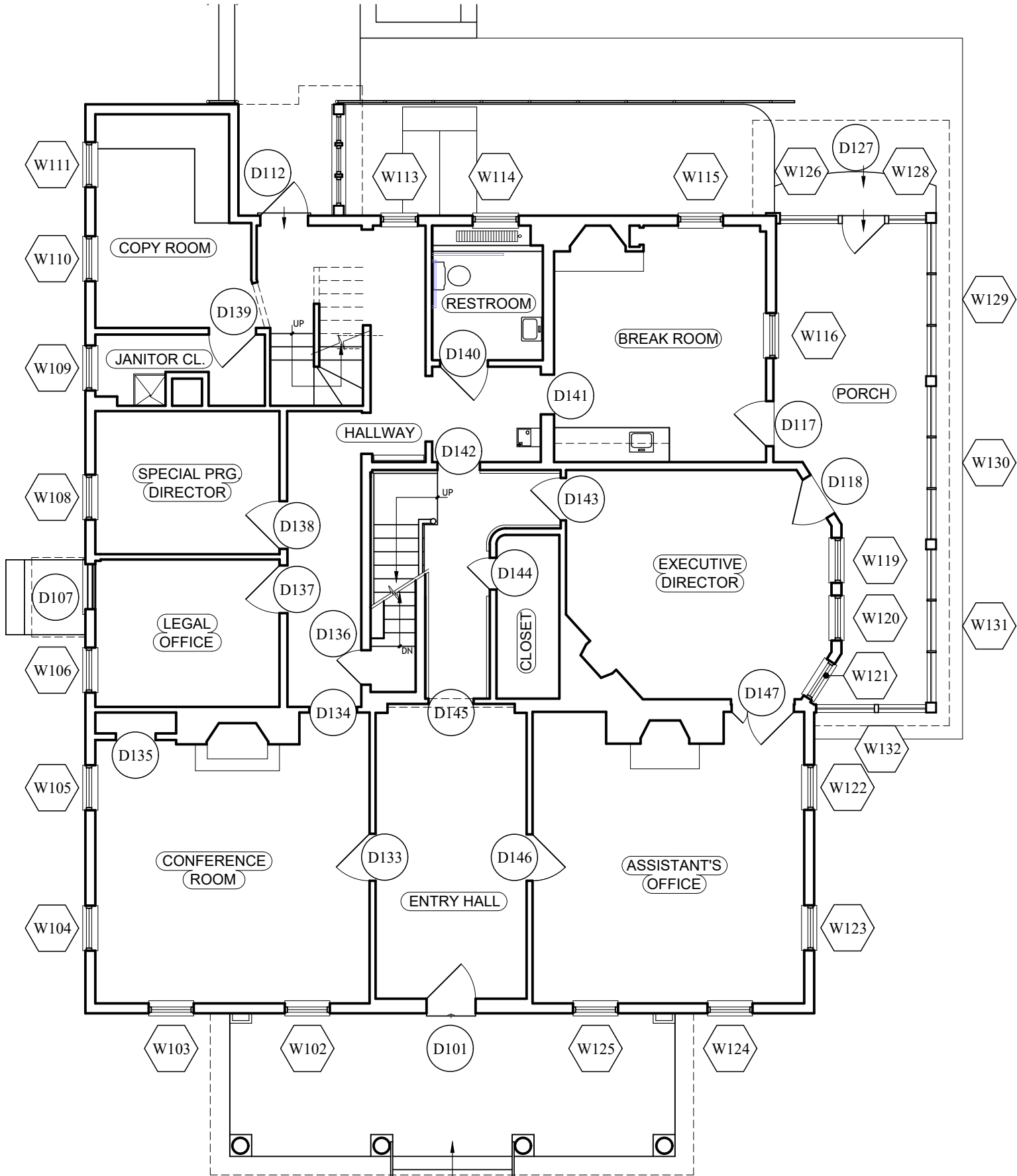
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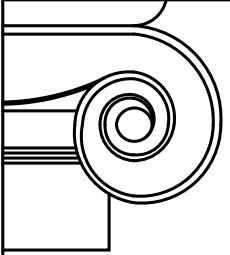
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FIRST FLOOR PLAN

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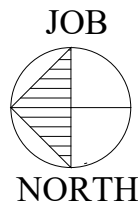
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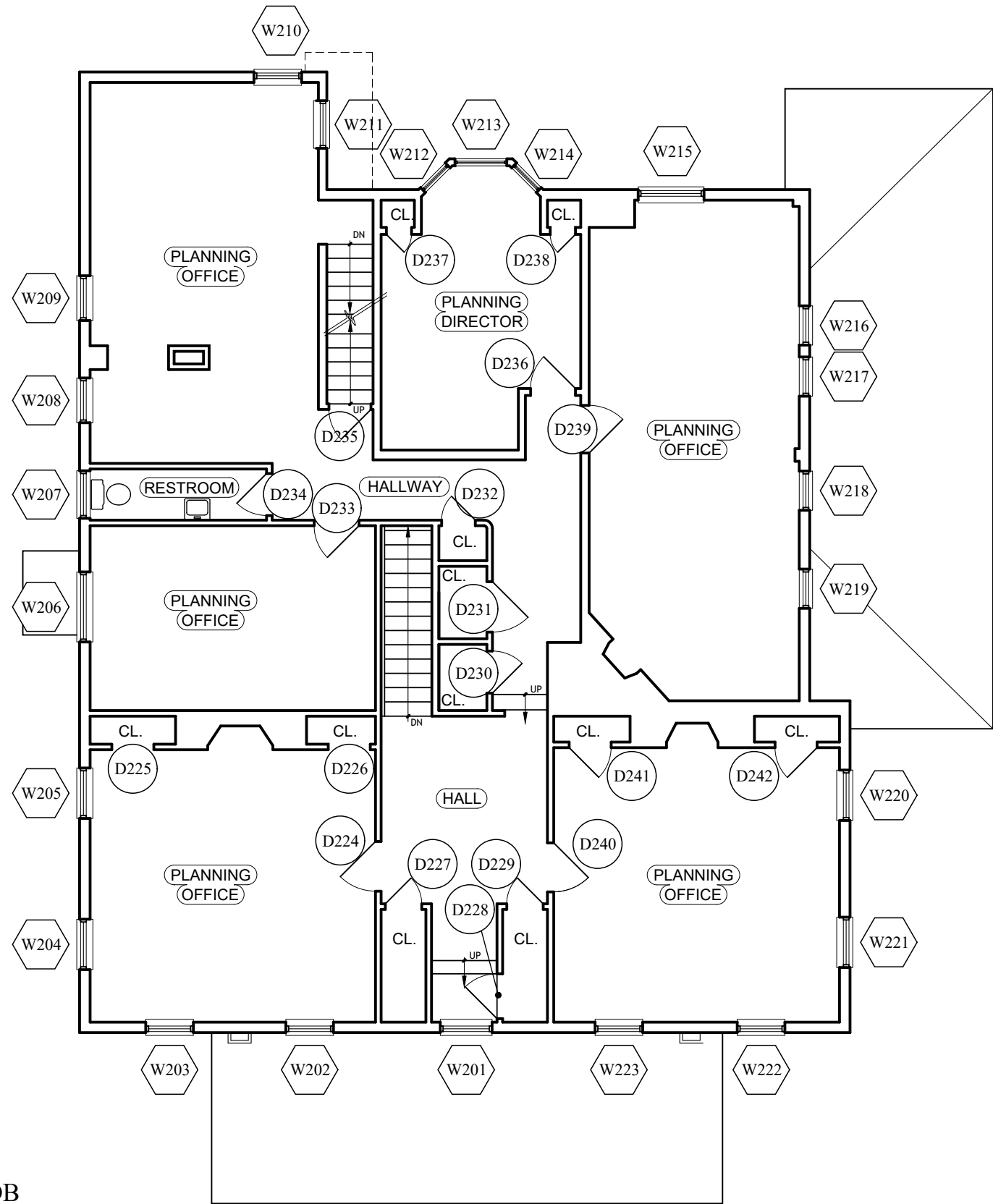
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SECOD FLOOR PLAN

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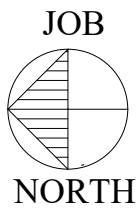
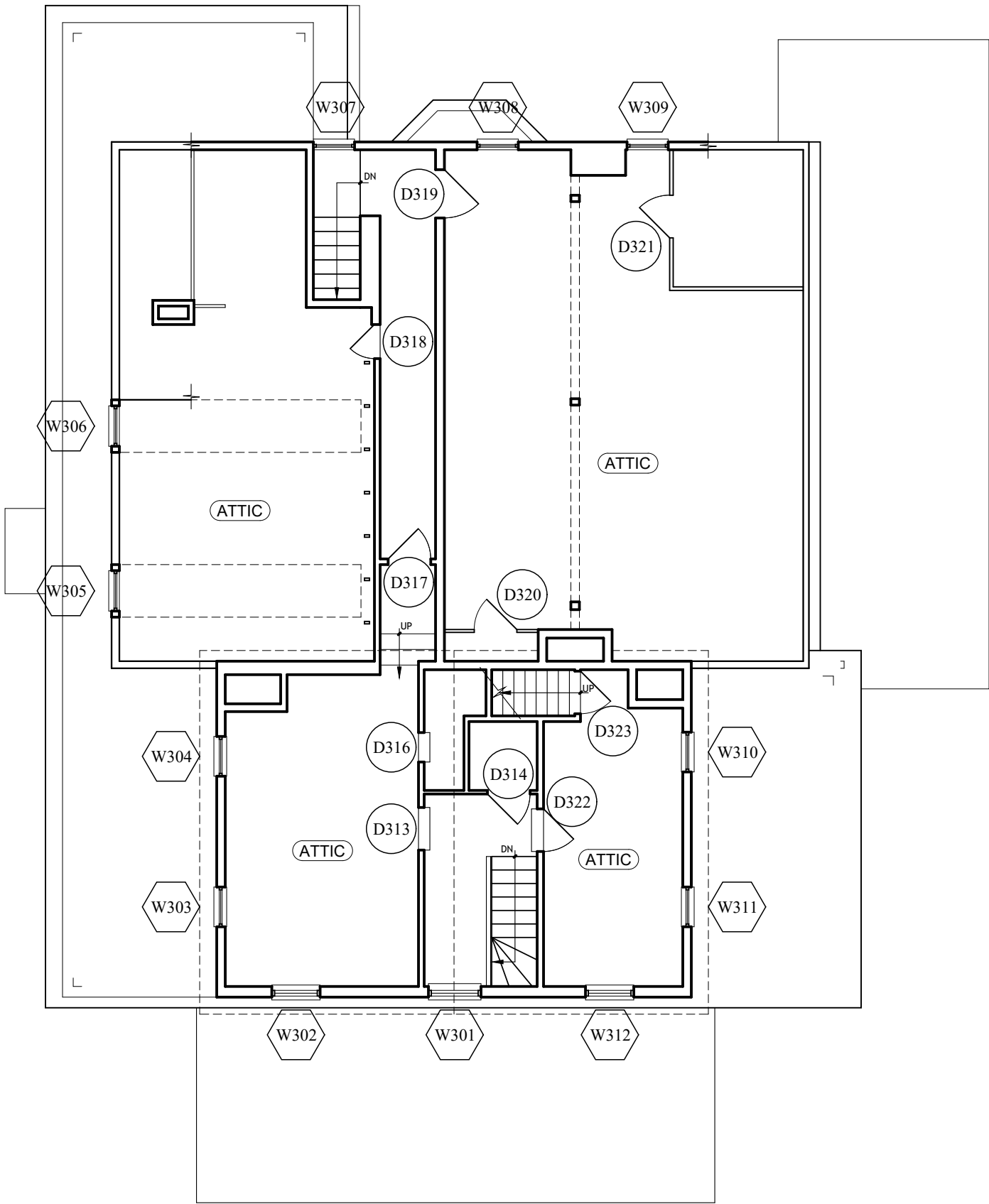
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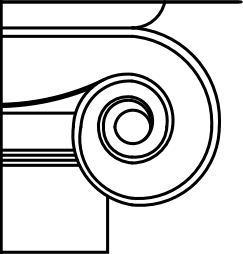
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THIRD FLOOR PLAN

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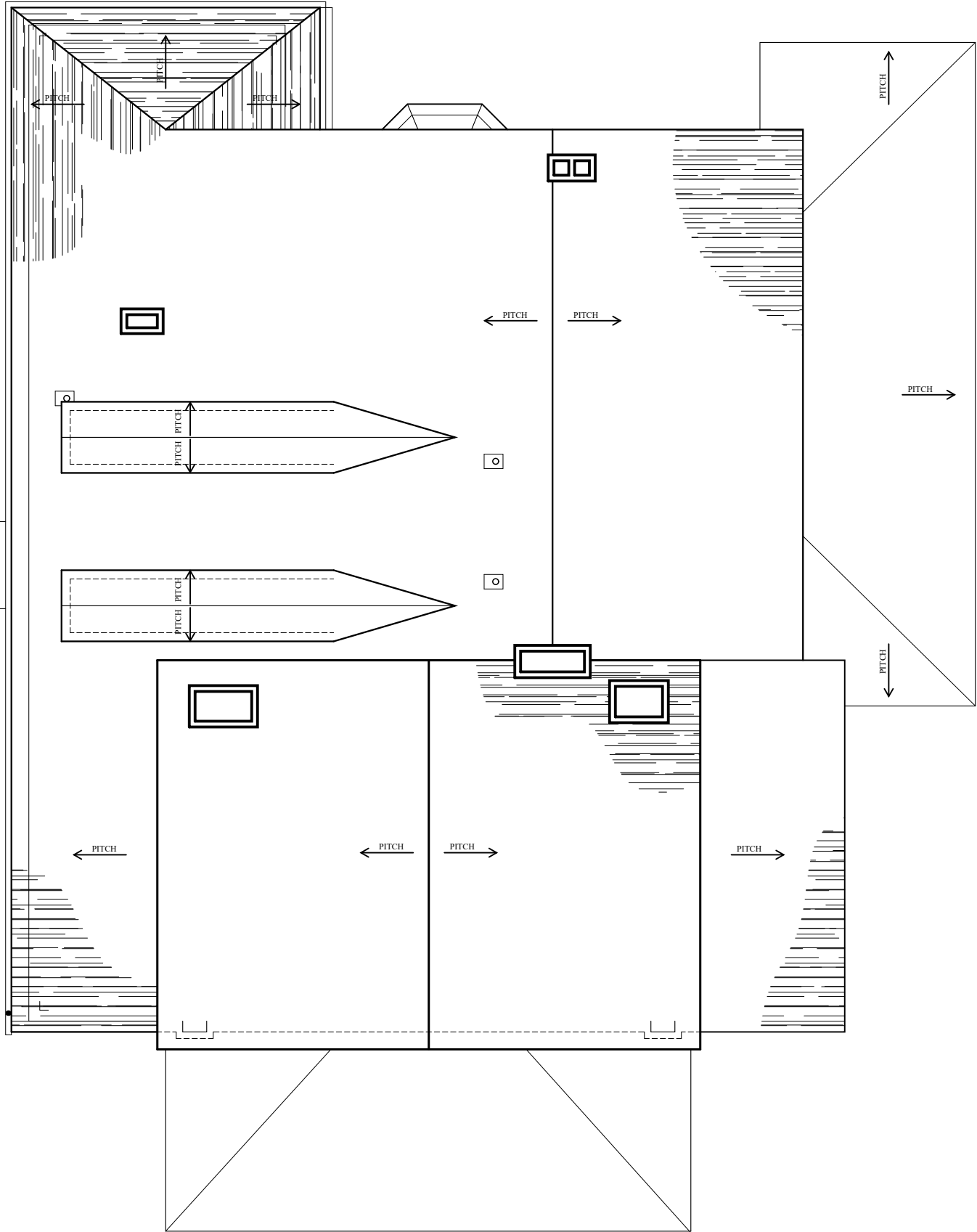
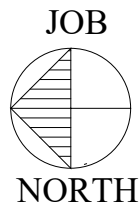
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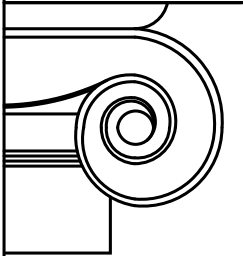
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ROOF PLAN

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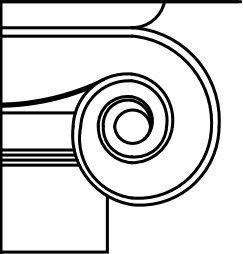
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WEST ELEVATION

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NJ 21AI018244500

PROJECT No. 2250C

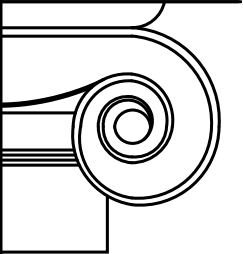
DATE: 14 APRIL 2023

HISTORIC PRESERVATION PLAN
FENWICK MANOR
PEMBERTON TOWNSHIP, BURLINGTON COUNTY,
NEW JERSEY



SOUTH ELEVATION

1/8" = 1' - 0"



CONNOLLY & HICKEY
HISTORICAL
ARCHITECTS, LLC

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Cranford, N.J. 07016
973 746-4911

THOMAS B. CONNOLLY, RA
NJ 21AI01699200
PA RA403776

MARGARET M. HICKEY, RA
NJ 21AI018244500

PROJECT No. 2250C

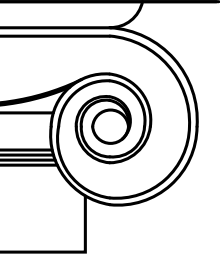
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HISTORIC PRESERVATION PLAN
FENWICK MANOR
PEMBERTON TOWNSHIP, BURLINGTON COUNTY,
NEW JERSEY



EAST ELEVATION

1/8" = 1' - 0"



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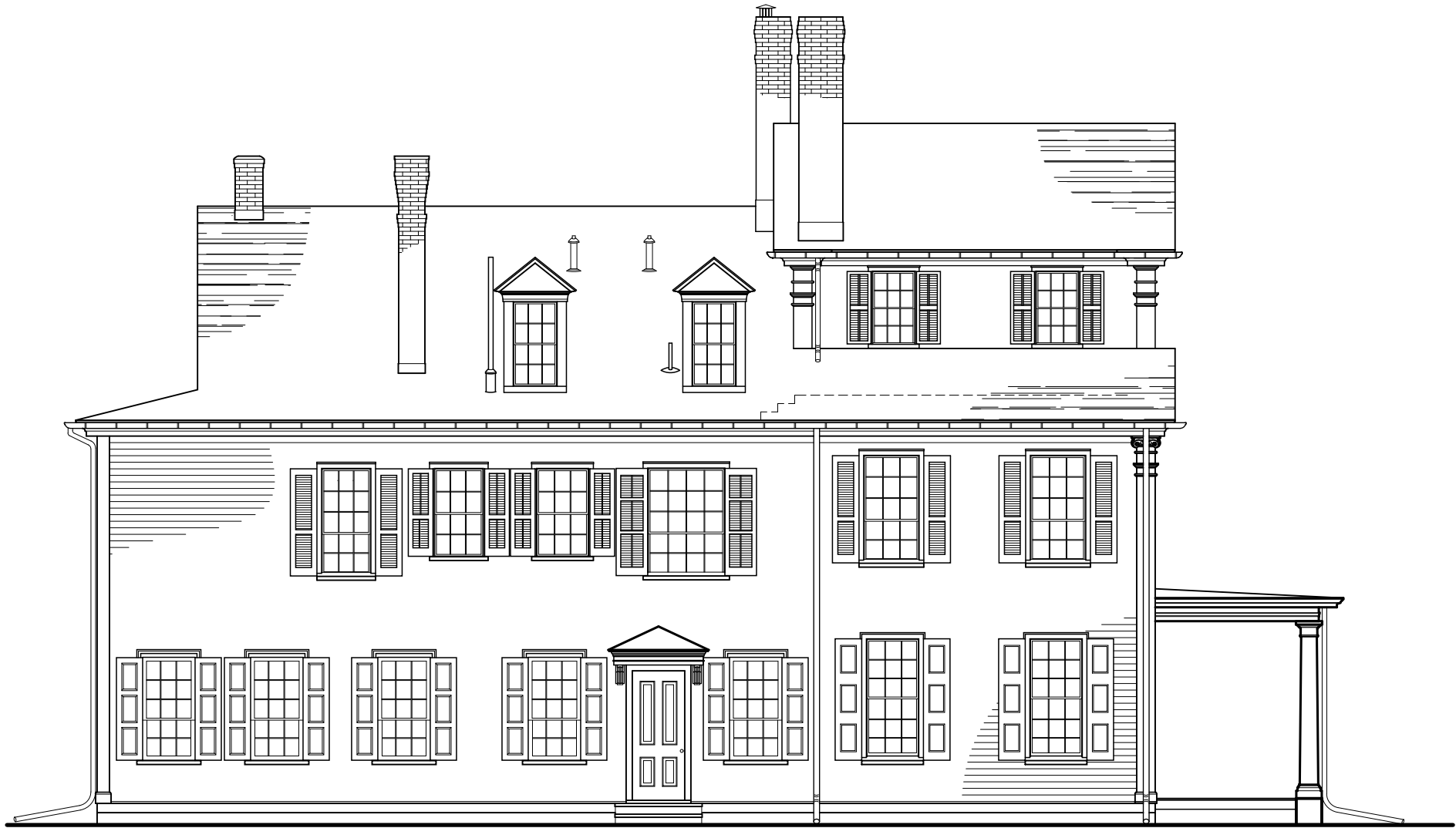
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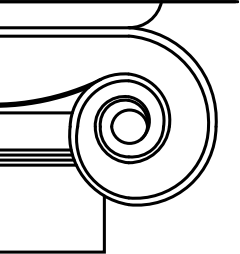
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HISTORIC PRESERVATION PLAN
FENWICK MANOR
PEMBERTON TOWNSHIP, BURLINGTON COUNTY,
NEW JERSEY



NORTH ELEVATION

1/8" = 1' - 0"



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HISTORIC PRESERVATION PLAN
FENWICK MANOR
PEMBERTON TOWNSHIP, BURLINGTON COUNTY,
NEW JERSEY

2. DEVELOPMENTAL HISTORY

2.4 Statement of Significance

Based on historic research, the existing architectural fabric, and as outlined in the National Register Nomination, the period of significance for Fenwick Manor is c. 1827, the year the farmhouse was purchased and significantly altered by Benjamin Jones, to 1924, when it appears that significant work undertaken at the farmhouse was completed and when Joseph Josiah White died. The property is significant under Criterion B, for its association with Benjamin Jones, Joseph Josiah White, and Elizabeth White, and Criterion C, for its unique architectural expression of the Federal style.

The following is the generally accepted definition of a period of significance:

... the length of time when a property was associate with important events, activities, or persons; or attained the characteristics which qualify it for National Register listing. Period of significance usually beings with the date when significant activities or events began giving the property its historic significance; this is often the date of construction...¹⁴³

The Secretary of the Interior's *Guidelines for Selecting the Periods of Significance* further outline the period of significance for each of the National Register evaluation criteria:

Criterion A: "...for properties associated with historic trends, such as commercial development, the period of significance is the span of time when the property actively contributed to this trend."

Criterion B: "...the period of significance...is usually the length of time the property is associated with the important person."

Criterion C: "For architecturally significant properties, the period of significance is the date of construction and/or the dates of any significant alteration and addition."

Criterion D: "The period of significance for an archaeological site is the estimated time when it was occupied or used for reasons related to its importance."

Evaluation under National Register Criterion A

As part of the National Register nomination, Fenwick Manor was deemed significant for its association with three individuals and its architecture and not under Criterion A. However, the broader historical patterns of the Pinelands influenced the people who owned and operated Fenwick Manor from the early-19th century and the initial bog iron industry to agriculture into the early-20th century.

The first iron works in New Jersey was founded near Tinton Falls in 1675 in Monmouth County, and the oldest known furnace in southern New Jersey was reportedly in existence by 1715.¹⁴⁴ However, it was not until the French and Indian Wars (1756-1763) and the American Revolutionary War (1775-1783) that the bog iron industry, bolstered by the needs of war, came into its own. Nearly half of the more than 30

¹⁴³ U.S. Department of the Interior, "National Register Bulletin 16A: How to Complete the National Register Registration Form," (Washington, DC: U.S. Department of the Interior, National Park Service, 1997), 42.

¹⁴⁴ Boyer, 128.

2. DEVELOPMENTAL HISTORY

furnaces in the region were built between 1760 and 1800.¹⁴⁵ Bog iron furnaces in the Pinelands region were located in such places as Atsion, Aetna (now Medford Lakes), Taunton (Medford Township), Batsto, New Mills (now Pemberton), Mount Holly and many others.¹⁴⁶

Bog iron was turned into a useable intermediate product – pig iron – by melting it in great furnaces fueled by charcoal made from the nearby woodlands. Bellows, driven by waterpower, fanned the charcoal fires to extremely high temperatures needed to melt the bog iron so that it could be poured into the elongated forms that produced the ore “pigs.” The furnaces operated from early spring until the freeze of the following winter. The pig iron was later cast into stoves, firebacks, cooking pots and skillets, iron pipe, and – in wartime – cannons and cannon balls. Forges, sometimes operated in conjunction with furnaces, refined the pig iron into wrought iron by re-melting it and pounding it into useful items such as nails, iron rods, and horseshoes.¹⁴⁷

The bog iron industry in the Pinelands flourished in the early 1800s, especially between the years of 1812 and 1840. It declined rapidly after 1840 and had all but disappeared after 1865. Its rapid decline has been attributed to several factors: 1) bog ore was not as easily “renewable” a resource as originally anticipated; once the supply was depleted, ironmasters were forced to import raw materials to feed the furnaces; 2) charcoal became in short supply after Pinelands forests were decimated; 3) the discovery and mining in Pennsylvania of anthracite coal, a harder and more efficient fuel; 4) the discovery of higher quality iron ore west of New Jersey; and 5) the western expansion of the railroads, which allowed for ease of shipping both raw materials to the furnaces and finished products to markets.¹⁴⁸

By the 1860s, the bog iron industry had moved westward out of the Pinelands, and other industries, such as paper and cotton mills, took its place. By the last quarter of the 19th century, agriculture became the more prominent “industry” of the Pinelands, which always had a foothold next to bog iron and milling. During the late-18th and early-19th centuries, the land that was cleared was primarily used to cultivate major grains, such as rye and maize. There were also areas in the broader Pinelands region that were used to raise cattle, and there were many sizeable herds. The area cleared for agricultural purposes remained small through much of the region into the mid-19th century when primarily subsistence farming began to change and became more commercial. The sanded soil was also “mined” for its greensand marl, which served as an excellent fertilizer and by the mid-to-late-19th century was being shipped to broader markets via the railroad. As the railroads expanded, agricultural settlements grew and were used to cultivate orchards, strawberries, and blackberries.¹⁴⁹ Cranberry cultivation also became a widespread agricultural pursuit by the end of the 19th century, taking over 2,000 hectares of the bogs by 1895 and over 4,700 ha by 1925.¹⁵⁰ Other farming enterprises occurring in the Pinelands by the late-19th century included the cultivation of blueberries, wild flowers, and ornamental plantings.¹⁵¹

¹⁴⁵ Pierce, *Iron in the Pines*, 16-17.

¹⁴⁶ Howard P. Boyd, 26 and Pierce, *Iron in the Pines*, 16-17.

¹⁴⁷ Howard P. Boyd, 26.

¹⁴⁸ James A. Starkey, “The Bog Ore and Bog Iron Industry of South Jersey,” *Bulletin of the N. J. Academy of Science*, Vol. 7, no. 1 (1962).

¹⁴⁹ Peter O. Wacker, “Human Exploitation of the New Jersey Pine Barrens Before 1900,” in *Pine Barrens: Ecosystem and Landscape*, ed. Richard T. T. Forman (New Brunswick, NJ: Rutgers University Press, 1998), 15-17.

¹⁵⁰ Applegate, Little, and Marucci, “Plant and Animal Products,” in *Pine Barrens*, 31.

¹⁵¹ Wacker, “Human Exploitation,” in *Pine Barrens*, 17.

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Evaluation under National Register Criterion B

Significance has been established under Criterion B, according to the National Register nomination, for the property's association with Benjamin Jones, James Fenwick, Joseph Josiah White, and Elizabeth White. Benjamin Jones was a prominent iron master in the Pinelands in the first half of the 19th century having owned and operated Hanover Furnace, which was located approximately five miles east of the estate. Jones purchased the property in 1827 from Charles Corey after regaining control of his finances following several years of economic difficulties at Hanover Furnace. Along with purchasing the property of Fenwick Manor, he also purchased other property where he constructed the Mary Ann Forge. In order to enhance his iron-manufacturing operation, he was instrumental in building the Springfield, Columbus, and Kinkora Railroads, which were pivotal to his iron-manufacturing efforts by bringing his products to markets including the Philadelphia Water Works. In addition to iron manufacturing at the Hanover Furnace and Mary Ann Forge, he also had interests at Cumberland Furnace (1812 to 1818) and Gloucester Furnace (1825 to 1830). The property was purchased by a nephew of Jones, James Fenwick, in 1844. Fenwick was a successful gentleman farmer and businessman who experimented with the cultivation of cranberries for commercial purposes. While living in Pemberton Township, he purchased 108 acres of natural bogs and pitch pine lowlands in 1857 in what is known today as Whitesbog. Whitesbog, located about seven miles east of Fenwick Manor, became the center of the advancement of berry cultivation and horticulture in the late-19th century and into the early-20th century thanks also to Fenwick's son-in-law Joseph Josiah White and later by his granddaughter, Elizabeth C. White.

Fenwick died in 1882 and Joseph Josiah White inherited both Fenwick Manor and the property at Whitesbog. White's father, Barclay, was a pioneering cranberry farmer with Fenwick, D. H. Shreve and Theodore Budd, "the founding fathers of the New Jersey cranberry industry—moved New Jersey's cranberry business out of the experimental stage and into a commercial industry."¹⁵² White worked at the H.B. Smith Machine Company in the unincorporated village of Smithville (Eastampton Township) near his father's cranberry bogs in Springfield Township. He joined H.B. Smith's company, which was a woodworking machine manufacturer, in 1876 to learn the trade of mechanic. He then became the general manager in 1878 while at the same time managing the cranberry business for his father and then after 1882 at Whitesbog. White wanted to take over Smith's company upon his death in November 1887, but that did not come to fruition.¹⁵³

White is credited for his scientific approach to the cranberry industry through both research and experimentation, and his research into soils and fertilizers helped to make cranberry production more successful and profitable. White wrote the book, *Cranberry Culture*, in 1870, which provided a blueprint for the "design and construction of cranberry bogs and the proper cultivation of the fruit"; it "became the standard reference book in the industry."¹⁵⁴ His machinery experience also proved helpful in the cranberry business as he held several machine patents associated with cranberry process that "cut labor costs and increased productivity."¹⁵⁵ In 1912, White incorporates under J.J. White, Inc. at Whitesbog, and according to the National Register nomination, "His cranberry operations were so successful that by

¹⁵² Kimberly R. Sebold, "Chapter 7: Cranberries," in *From Marsh To Farm: The Landscape Transformation Of Coastal New Jersey* (Washington, DC: National Park Service, 1992), https://web.archive.org/web/20070817084424/http://www.nps.gov/history/history/online_books/nj3/chap7.htm.

¹⁵³ Bolger.

¹⁵⁴ Brady.

¹⁵⁵ Brady.

2. DEVELOPMENTAL HISTORY

1913, he was employing 450 seasonal workers at Whitesbog, which had grown to encompass over 3,000 acres. About 600 acres were in active bogs, a fivefold increase” thirty years after inheriting the property along with his wife, Mary Fenwick White. Joseph Josiah White died in 1924. Elizabeth Coleman White was already fully engaged in the management of Whitesbog by the time of her father’s death. By 1911, she was working with Dr. Frederick A. Coville, who worked for the Department of Agriculture and was attempting to cultivate wild blueberries, also known as “swamp huckleberries”. Ms. White and Dr. Coville worked as a partnership where she identified with the locals the best bushes to try to cultivate, and Dr. Coville worked in Washington, D.C. on helping to determine the best conditions to produce the first marketable crop of blueberries by 1916. Their experimentation, including working with the locals, determined the keys to successful growth including identifying the best plants, “acid soil, moist temperatures, cross pollination, and loamy, aerated soil for the shallow roots.”¹⁵⁶ Not only did White and Coville produce marketable blueberries, but White is also credited with developing a market for the product including the sale of bushes to further their propagation.¹⁵⁷ Although White wanted to run the business after her father’s death in 1924, her younger sister’s husband would become president of J.J. White, Inc. She continued to work at the company, and in 1927, she founded the New Jersey Blueberry Cooperative, and in 1929 served as president of the Cranberry Growers Association; she was the first woman to do so. She built her own home near Whitesbog in 1923, leaving Fenwick Manor; however, her imprint on the cultivation of the wild blueberry occurred while at the Manor.

Evaluation under National Register Criterion C

Significance may also be established under Criterion C. Properties have architectural significance under this criterion if they embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values or that represent a significant and distinguishable entity whose components may lack individual distinction.¹⁵⁸ The period of significance generally begins with the date of construction and includes major alterations.

The date of original construction for Fenwick Manor has yet to be determined. While most sources, including the National Register Nomination, cite the 1820s, Connolly & Hickey believe the oldest portion of the Manor was built in the 18th century, based on examinations of the physical structure. This is corroborated by Henry Charlton Beck, who in the 1930s encountered an unnamed woman living in Fenwick Manor who said the house was built in 1745.¹⁵⁹

The date of c. 1820s may have been picked by others because in 1827, Benjamin Jones purchased the property that the Manor sits on from Charles Corey, and it is unspecified whether a house was already there or not. Additionally, the same year, *The American Builder’s Companion, Designs for a House Intended for the Country* was published. Plate 55 of this book features the plans for a house with the same façade as the manor. Upon physical examination of the Manor, it has been long determined that the current façade is an addition, probably made in the late 1820s or 1830s. However, many came to the conclusion that this addition was made only shortly after the original construction was completed, which is probably inaccurate.

¹⁵⁶ Ginny Knackmuhs, “The Blueberry: Born & Bred in NJ,” *GSL Magazine* 5 (September 2009).

¹⁵⁷ Knackmuhs.

¹⁵⁸ U.S. Department of the Interior, “National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation,” (Washington, DC: U.S. Department of the Interior, National Park Service, 1997), 17.

¹⁵⁹ Beck, 239.

2. DEVELOPMENTAL HISTORY

Fenwick Manor, as it stands, is a fine example of the Federal style. Elements of this style can be seen in the two-story Ionic pilasters; front porch supported by Doric columns; entablature of the front entrance with a half-round fanlight-transom supported by fluted pilasters; fanlight in the gable peak; two front parlors flanking a wide welcoming center hall; fireplace surrounds; and other interior elements. The house is one of the largest and most ornate in the region from its period of construction and expansion and has a rare broken pediment appearance of the roofline. The house is also the only known surviving example in New Jersey to be based on Plate 55 from the previously mentioned *The American Builder's Companion*.

Evaluation under National Register Criterion D

Significance may be established under Criterion D when properties have yielded or may yield important information about prehistory or history. The National Register nomination and available written histories on Fenwick Manor have not produced the degree to which there may be buried archaeological features that would warrant establishing significance under Criterion D. However, this is not to say there are no buried cultural or archaeological features and any ground disturbance should be undertaken with the guidance of an archaeologists either through pre-testing and/or monitoring during construction.

3. CONDITIONS ASSESSMENT

3.1 Conditions Assessment

The following Conditions Assessment summarizes the findings of in-field investigations of the exterior and interior including the structural and mechanical, electrical and plumbing (MEP) systems. The significant architectural features of the building are identified and include the juxtaposition of four major building campaigns with the original building positioned to the east and the later Federal addition, positioned to the west, serving as the front and most prominent façade; Federal style features including but not limited to the two-story Ionic pilasters, the front porch with simpler Doric columns, the front entrance door surround with half-round fanlight transom supported by fluted pilasters, and the fanlight at the gable end on the front elevation; and General retention of the plan including the center hall flanked by two front parlors reflective of the Federal period with a wide welcoming center hall among many other exterior and interior features. The conditions range from good to poor with the following key or prominent conditions being as follows:

- New roofing at the primary roofs in overall fair to good condition with open joints at older metal roofing;
- Lack of site drainage from roof runoff;
- The exterior painted surfaces have not been painted since 2004 and it appears that the wood surfaces were not properly prepared at that time so the paint is failing by crazing and falling off in sheets.
- Due to the lack of painting, the building exhibits wood deterioration at select areas of the exterior including the front porch, rear, and side porches.
- The exterior windows and doors exhibit a mix of conditions from good to fair including paint loss, loss of glazing putty, open joints at stiles and rails, and some wood deterioration.
- The stone and brick foundations are in overall good condition with select areas of mortar loss.
- The brick chimneys exhibit heavy soiling (see below for interior conditions at fireplaces) and the flashings are installed in a less than ideal manner with sloppy copper work and sealant application.
- Much of the interior is in overall good condition with specific areas of deterioration related to the undermining of two fireplaces at the west building section and several piers in the crawlspace of the north extensions, where the sliding of the sandy soil is causing the foundations to drop. The most prominent of these is the fireplace in the southwest parlor and the conditions translate from foundation to above the roof line.

3.1.1 Site Conditions

The mix of grass and gravel around the perimeter of the house is serviceable but there is evidence of planting beds for foundation plantings that have not been maintained. There are some small shrubs and bushes at the foundation, and a handful of them appear to be dead or dying. The grouping of bushes on the north side were set too close to the foundation and have been pruned to be lopsided to prevent them from brushing up against the siding.

The brick walks to the front and side entrances, which are rarely used, are overgrown with weeds, and the bricks are starting to lift slightly in some areas. The grade around the front porch is set too high, and there appears to be a groundhog digging under the lattice on the north and south sides.

3. CONDITIONS ASSESSMENT

All of the leaders spill out at grade with painted metal extensions that spill onto splash blocks. These are unsightly but functional.

The ramp and walks at the rear, which is the entrance used the most, appear in overall good condition. There is some surface discoloration from wear and some mildew on surfaces that are in shade most of the day. The area with the condensing units at the rear is treated with gravel, which keeps the weeds down and helps with drainage in this area.

3.1.1.1 Existing Condition Site Photographs

3. CONDITIONS ASSESSMENT



Photo S-1. View showing the front porch including the walk, which is barely visible due to the weeds and moss growth between the joints and on the surface of the brick. Note the grade is too high and there are two dead/dying bushes.



Photo S-2. View of the ramp and walk at the rear entrance, which serves as the primary entrance and is in good overall condition.

3. CONDITIONS ASSESSMENT



Photo S-3. View of the typical extension of the leaders to splashblocks.



Photo S-4. View of the utility area at the rear of the building showing a mix of concrete and gravel surfaces.

3. CONDITIONS ASSESSMENT



Photo S-5. View of the little-used side entrance showing biological growth on the side stairs and walk. The bushes and shrubs appear to be slightly haphazard.



Photo S-6. Plastic edging indicates foundation plantings no longer present. The newel post for the railing at the front porch sits on grade and wood rot is evident at the lower few inches of the post.

3. CONDITIONS ASSESSMENT

3.1.2 Exterior Conditions

General

The exterior conditions are broken down by specific building components, including the roof and each elevation, etc. With regard to cracking on the masonry (brick or concrete), levels of severity have been identified and generally reference the following:

- 1 - Hairline cracks that are barely visible and typically have to do with normal movement or in the case of brick, normal weathering of the brick surface.
- 2 - Fine cracks: Slightly larger than hairline and typically longer and more prominent. However, such cracks typically require no repairs.
- 3 – Semi-large cracks: Cracks that are wide where the crack is deeper than the surface. These can also be through the mortar joints. These cracks require crack repair treatments.
- 4 – Severe cracks: These cracks typically are large, more than an eighth-inch wide and either require crack repair or brick replacement (least desirable approach for crack repair).
- Surface loss means that the fire brick has been compromised. If the underlying material is stable, brick can be patched with a composite mortar. If the underlying material is chalky or sandy, the brick should be replaced in-kind.

Roof and Roof Drainage

The asphalt shingle roof is a newer material fabric and appears in overall good condition. There is some edge loss of the material where it overhangs the drip edge too much. The aluminum flashings, in particular around the chimney, are poorly installed, the sealant is sloppy, and the poor workmanship makes one question their effectiveness in the long term. The aluminum hung gutters and smooth round leaders are newer and in good condition overall with some rusted fasteners; rusted fasteners indicate a mix of metals, which will shorten the lifespan of the leaders. The Project Team prefers a different type of gutter system where the gutter is supported from the bottom and top, as the clips used on the existing system fail within a few years.

There were branches laying on the roof at the time of the condition survey, and there is biological growth in some areas from the runoff via the upper leaders.

The roof drains at grade via extensions to splash blocks, which is effective, but not necessarily an attractive approach to water management along the foundation.

The brick chimneys appear in overall good condition from afar, but upon closer examination each has a few areas where there is mortar loss and soiling. There is also a mix of colors used in the mortars from red to beige, and the red mortar appears to have just been laid over the beige mortar. The chimney belonging to the fireplace in the southwest parlor appears to lean slightly.

West Elevation

The fieldstone foundation at the west elevation is not parged. North of the front porch, there is a crack (level 2) in the mortar and biological growth at the area closest to the porch. A few areas exhibit mortar loss and heavy-handed repointing. Above the foundation, the bottom edge trim of the wood skirt board is missing at the north end; it is unfastened and hanging down at the south end. South of the front

3. CONDITIONS ASSESSMENT

porch, the fieldstone foundation displays similar conditions to the north but is heavily soiled with dirt from the adjacent splash block. There is a larger crack (level 3) in the mortar at the southern end.

There are splits in the wood siding just above the skirt board on the south side. There is wholesale paint loss throughout the west elevation, which makes it difficult to know the condition of the wood siding. The exception to this is the loss is less severe when protected by the porch, and the siding appears in good condition.

Window W102 exhibits paint crazing at the sashes and surround, and paint loss is beginning at the wood sill and lower portions of the surround. The glazing putty is generally fine and starting to crack at a few panes. The shutters are weathered and the paint, which is intact, is starting to craze. The shutter hardware exhibits finish loss.

Windows W103 and W203 exhibit similar conditions including wholesale paint and glazing putty loss especially at their lower sashes. There are splits in the wood, significant paint loss at the sill, and heavy paint crazing at the trim/window surrounds. The paneled shutters at W103 exhibit splits in the wood, paint loss, and loss of finishes at the hardware. The left shutter is in poorer condition than the right shutter. The louvered shutters at W203 exhibit wholesale paint loss.

Window W124 exhibits paint and glazing putty loss mostly at the upper sash and paint crazing at the surround and sill. The shutters exhibit uneven surfaces and paint loss is starting. The hardware exhibits finish loss.

Window W125 exhibits paint crazing at the sashes and surrounds and the glazing putty is intact. The shutters exhibit uneven paint surface and some paint crazing. The shutter hardware exhibits finish loss.

The remaining window openings on the west elevation at the second and third floor exhibit varying degrees of paint loss on the sashes, surrounds, wood sills, and the louvered shutters. Due to the extent of the paint loss, it is difficult to determine the condition of the wood and whether the glazing putty is failing, but that should be the assumption.

The metal ledge flashing atop the molded cornice band between the second and third levels is rusting and has reached the end of its useful life. The cornice itself exhibits wholesale paint loss. The cornice entablature at the gable end also exhibits paint loss but the wood appears to be sound; there may be some rot and separation where paint deterioration is masking conditions.

Front Porch

All elements of the front porch exhibit wholesale paint loss including the wood decking. There is wood rot at the stairs as well as loss of nosing trim. At the south side of the porch the wood deck boards exhibit rot and about five of the wood boards have displaced. There is significant paint crazing at the columns and visible seams in the wood; the south column exhibits the worst conditions. The bottoms of the wood newel posts sit on the grade, and there is evidence that wood rot is beginning. The wood lattice, which has metal mesh infill, sits in the dirt and exhibits significant paint loss and rusted hinges. There is evidence at both ends of the porch that groundhogs are gaining access. The porch ceiling, which appears sound, exhibits paint loss and discoloration, which may be some biological growth.

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There is a small area of paint loss at the cornice. The flat-seam metal roof at the front porch is partially covered with a membrane and bitumen, which is an indication it leaked, and this was a means of preventing further leaks. The issue is the metal pans were not properly installed; they should have been smaller units to allow for differential movement. The gutter is metal (not bitumen coated) but one of the soldered joints at the north end appears to be open and could correlate with the paint loss at the corner below.

North Elevation

There is a light amount of biological growth along the foundation to the east of the center entrance door and heavier biological growth to the west of the center entrance. To the west of the entrance there is a metal grate that has pulled away and is stuffed with what appears to be insulation. There is significant biological growth on the brick stairs leading to the center entrance and evidence of older vine/ivy growth on the door (D107), which is fixed in place.

The condition of the siding, particularly the paint, is dramatically different from the west (front) elevation in that the paint is starting to craze and alligator throughout but there is no wholesale loss. Some of the areas where loss is beginning or prevalent include along the skirt board, at Door D107, at the pilasters, at many of the shutters, and at the wood windowsills. The glazing putty is generally good with some sashes beginning to exhibit some putty loss. The hardware on the shutters exhibits some rust. The louvers at the shutters on Window W206 exhibit loss.

The dormer windows exhibit paint loss at their sills. The upper sash of W306 has been switched for a louver for the mechanical units located in the attic. The glazing putty at windows W303 and W304 is beginning to fail.

East Elevation

The stone foundation appears in overall good condition. This area is where the condensing units and electrical panels are located, so there are a fair number of wall penetrations along this elevation. There is a poorly executed patch/dutchman repair at the water table near the bulkhead door. The bulkhead door enclosure exhibits some rust.

Similar to the west elevation, the siding and trim on the east elevation exhibit wholesale paint loss from skirt board to the underside of the gable-end cornice. In addition to the paint loss, there are a few areas of concern. There is wood loss at the south cornice return. There are splits in the siding adjacent to the rear entry porch; however, there may be more splits than noted due to the paint deterioration and shutters often hide splits where the siding meets the window trim. There is wood rot and deterioration at the second-floor bay window projection cornice, which may indicate the built-in gutter has an open joint. The wood deck leading to the main rear entrance has wholesale paint loss and heavy graining of the wood. The side walls exhibit paint loss, and there is separation of the joints at the transom. There is some dark staining on the siding toward the north, which may be bio-growth on the wood where the paint is crazed. The shutters at Window W115 are in poor condition with wood rot around the bolt hardware on both shutters. The joints at the shutters of Window W114 are beginning to open. Window W307 is missing one shutter; it is unclear if it would be able to open and that may be why it is missing. There is wood rot in the lower portions of both shutters at W215. The glazing putty is in poor condition

3. CONDITIONS ASSESSMENT

at Windows W215, W214, and W308. The glazing putty is starting to fail at W115, W114, W113, W213, and W210. Paint loss is fairly consistent where there are issues with the glazing putty.

The conditions of the enclosed porch at the south end are typical and will be described with the south elevation; however, there are hairline cracks (level 1) in the concrete landing leading to the entry door. There is paint loss at the overhang including the ceiling.

South Elevation

The foundation at the west end section is parged and the parging is in good condition. The siding at the west section exhibits significant paint loss and crazing, which as previously noted, may be masking wood deterioration. The upper level at the west end exhibits moderate paint loss. The soffits and cornice at the lower and upper sections appear in good condition overall. The sills of the first-floor windows W123 and W124 exhibit heavy paint loss. Window W124 exhibits splits in the wood sill, which may be allowing moisture into the wall. Most of the windows on this side exhibit moderate glazing putty loss. The shutters all appear to be fair to good condition. There is one evident split in the siding at the second-floor east section adjacent to Window W127. There is a slight dip in the gutter above two sets of windows.

The enclosed porch exhibits heavy paint loss and crazing paint throughout. There is also significant glazing putty loss; the glazing putty appears brittle and dry. There is wood rot and loss at the southwest corner skirt board. The floor, which projects beyond the window openings, exhibits paint loss, and the end grain is raised indicating the wood is dry and susceptible to rot. The flat-seam metal roof of the south enclosed porch, which appears to be terne-coated stainless steel, has a strip of bitumen along its entire edge between the roof and the built-in gutter. This condition is an indication there has been a leak previously. The flat-seam roof is also not laid properly as it is composed of large pans, which means that there is no provision for movement and may be why the edge seams between the roof and gutter have opened.

3.1.2.1 Existing Condition Exterior Photographs

3. CONDITIONS ASSESSMENT



Photo E-1. Overall view of the west (front) elevation looking southeast.



Photo E-2. View looking east at the west (front) elevation.

3. CONDITIONS ASSESSMENT



Photo E-3. View looking south at the north elevation.



Photo E-4. View looking west at the east (rear) elevation.

3. CONDITIONS ASSESSMENT



Photo E-5. Overall view of Fenwick Manor looking northwest at the south and east elevations. Note the evolution of the building as seen in the various rooflines and chimneys.



Photo E-6. View looking northwest at the enclosed porch on the south elevation.

3. CONDITIONS ASSESSMENT



Photo E-7. Overall view of the south elevation looking north.



Photo E-8. Detail of the Federal style transom at the front entrance.

3. CONDITIONS ASSESSMENT



Photo E-9. View of a typical multi-light wood window with paneled shutters.



Photo E-10. Detail view of the front porch showing the Doric columns resting on limestone and brick piers. This image also shows the wholesale paint loss, which is throughout the painted porch elements.

3. CONDITIONS ASSESSMENT



Photo E-11. Detail of the north side porch/stoop overhang showing the scroll detail that is also present over the rear entry to the enclosed south porch.



Photo E-12. Detail of the two-story pilasters at the Federal style section of the house. Note the wholesale paint loss on the siding and trim elements. Based on the manner in which the paint is peeling, the lower paint layers have failed causing the paint to check and alligator.

3. CONDITIONS ASSESSMENT



Photo E-13. Detail of alligatoring of the paint.



Photo E-14. Detail of paint that has checked, which is severe in many locations.

3. CONDITIONS ASSESSMENT



Photo E-15. Another exterior paint issue is heavy biological growth, as seen in this image probably caused by backsplash from concrete surface around the south enclosed porch.



Photo E-16. This image shows heavy paint layers that were not properly sanded, and the build-up of paint is causing the paint to alligator and check.

3. CONDITIONS ASSESSMENT



Photo E-17. View of paint failure at the front porch. Paint failure is unsightly but will also lead to wood rot and deterioration when the underlying substrate is exposed to moist and wet conditions.



Photo E-18. View of wood rot and movement in the porch decking at the front porch.

3. CONDITIONS ASSESSMENT



Photo E-19. Paint is alligatoring at the ceiling of the front porch.



Photo E-20. Paint and glazing putty loss is prevalent at many of the wood-hung windows and frames.

3. CONDITIONS ASSESSMENT



Photo E-21. View of mortar loss at the brownstone foundation. Foundations exhibit a mix of mortar and parging loss.



Photo E-22. Image shows a split in the south columns of the front porch.

3. CONDITIONS ASSESSMENT

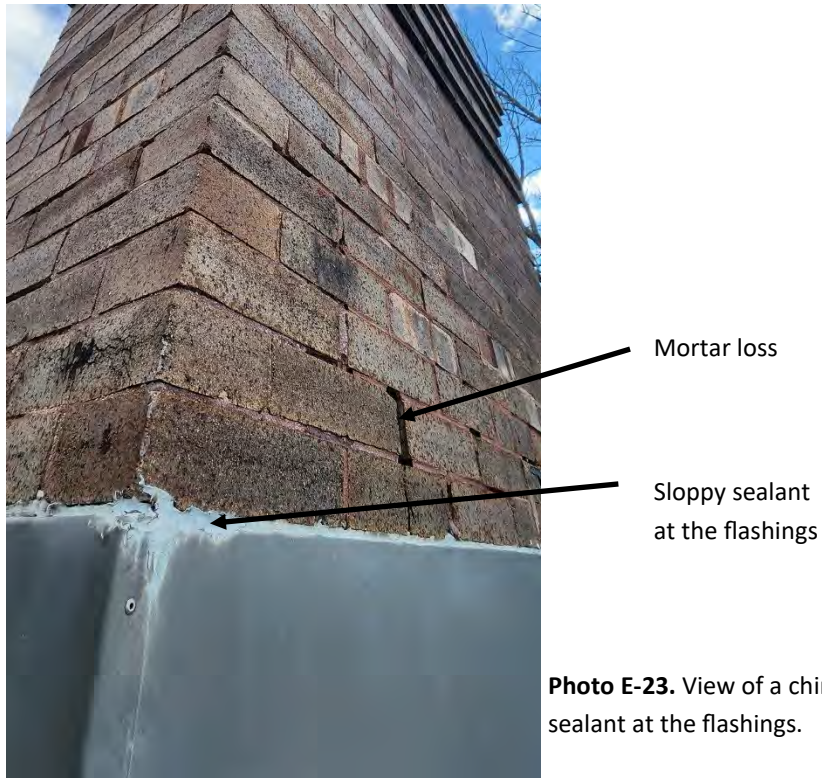


Photo E-23. View of a chimney showing mortar loss and sloppy sealant at the flashings.



Photo E-24. View of flashings at chimney, which are generally poorly executed. Also noted in this image is mortar loss at the brick.

3. CONDITIONS ASSESSMENT



Photo E-25. Overall view of the asphalt shingle roof, which appears to be newer and in good condition overall.



Photo E-26. This image shows a slight dip along the ridge of the west section.

3. CONDITIONS ASSESSMENT

Photo E-27. View of the typical aluminum half-round gutters. These types of gutters are not durable due to the type of clips used, which fail after a few years.

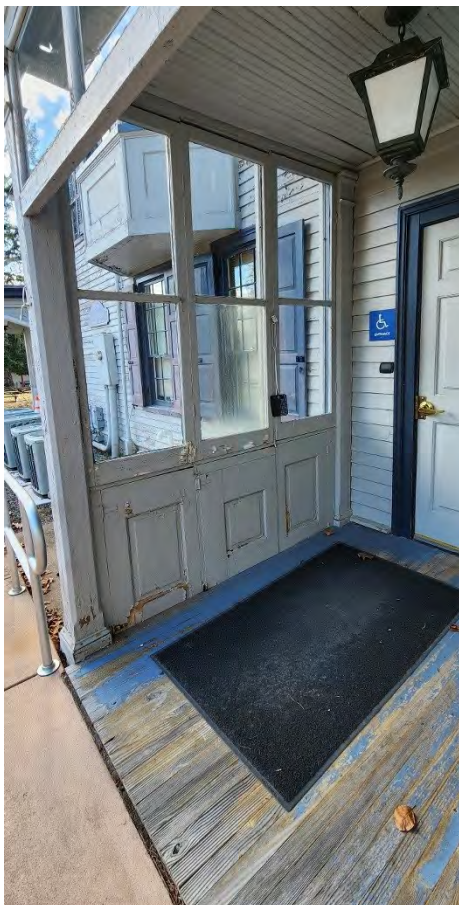
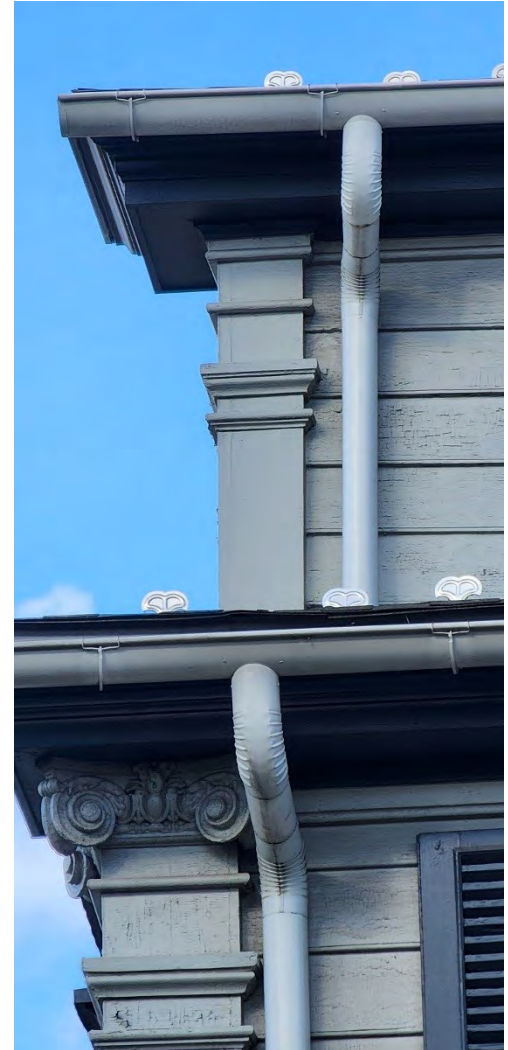


Photo E-28. View of the rear entrance showing finish loss and graining of the wood deck at the east (rear) entrance, which receives the most use.

3. CONDITIONS ASSESSMENT

3.1.3 Interior Conditions

General

The interior conditions are broken down by specific components, including the floor, ceiling, walls, doors and windows, etc. With regard to plaster and wooden components, levels of severity have been identified and generally reference the following:

- 1 - Hairline cracks that are barely visible and typically have to do with normal movement or in the case of plaster, rapid drying of the finish.
- 2 - Fine cracks: Slightly larger than hairline and typically longer and more prominent. However, such cracks typically require wood putty or a skim coat of plaster.
- 3 – Semi-large cracks: Cracks that are wide where you can see the unfinished edge of the wood or plaster. In wood, cracks require tightening of joints and wood putty repair. In plaster, cracks require stabilization and infill of crack with replication plaster. The cracks do not usually indicate structural issues unless there are several in a row in a diagonal pattern, which indicates lateral/sheer movement, which may or may not indicate structural deficiencies at adjacent conditions.
- 4 – Severe cracks: These cracks typically are large, almost a quarter-inch in width and are clear indicators of a structural condition. For wood, the treatment is to remove and reset the wooden element. For plaster, the treatment is similar to Level 3.

For paint conditions, peeling paint means the paint is fully unadhered from the substrate, and cracked paint means the paint is unadhered in vertical or horizontal patterns similar to the graining of the wood. The descriptions are fairly specific to where this condition occurs and, if noted, means the surface should be surface prepared to sound material, spot primed, and finish painted.

Basement

- Floor: The brick floor is heavily soiled with many open joints and areas of spalling.; there is an ill-matched patch south of the wooden staircase and staining throughout. However, the floor appears to be generally level.
- Walls: The parging on the stone walls is roughly executed with any projecting portions of the stone exposed; the parging is generally soiled and stained throughout, especially in the northwest corner and around any openings or mounted equipment. The stone wall along the north side of the wood staircase is not parged and exhibits many open joints. The wood partition walls are unfinished and exhibit soiling throughout as well as minor loss along the bottom.
- Ceiling: The ceiling is unfinished and is mostly covered by ductwork, plumbing, and electrical wiring, but exhibits general soiling where visible.
- Plumbing: There are a mix of PVC and cast-iron pipes running throughout the ceiling; hot water heater.
- HVAC: Air handling unit and ductwork throughout.
- Electrical: There are many electrical panels mounted to the partition walls and wiring running throughout the ceiling; light switches and surface-mounted outlets.
- Lighting: Rectangular fluorescent fixtures at the ceiling.

3. CONDITIONS ASSESSMENT

Life/Safety: Illuminated exit sign; smoke detector; fire extinguisher.

First Floor

Room 101 – Entry Hall

- Floor: Good condition; there is a small rectangular area of wood on either side of D101.
- Base: Good condition; some minor scuffing and dents.
- Walls: The north, west, and south walls are in good condition; there is a crack (level 2) in the upper south corner of the east wall.
- Chair Rail: There are a few spots of chipped paint; the rail is set slightly higher at the infilled part of the cased opening on the east wall.
- Cased Opening: The paint is thick, and there are some drips in the paint; there is some separation at the bottom pieces of the keystone; some vertical cracking (level 2) is visible between the infilled wall and the inner face of the north side of the surround.
- Cornice: Good condition.
- Ceiling: Good condition.
- HVAC: One floor vent.
- Electrical: Light switches; surface-mounted outlets.
- Lighting: One ceiling fixture; two sconces on either side of door D145.
- Life/Safety: Illuminated exit sign; fire alarm pull station and fire alarm annunciator; smoke detector.
- Doors:
- D101: On the interior, there is separation at the panels along with some scuffing and soiling; the door does not open, and the weather stripping is coming out at the lower half of the jamb side. On the exterior, the paint is faded and there is some overpainting on the glass of the door; the weatherstripping is decaying.
- Transom: There is overpainting on the glass and a small crack at the bottom of the middle section of glass. On the exterior, there is soiling at the wood.
- Hardware: Some soiling on the interior. On the exterior, the hardware exhibits some finish loss and pitting.
- Trim: On the interior, there is some paint loss at the edges and many layers of paint on the corner blocks. On the exterior, the paint is crazing significantly around the door and peeling at the base and the sill; the paint on the transom trim appears to be stable.
- D145: There is some overpainting on the glass of the transom and scarring from previous hardware at both sides of the opening.
- Hardware: None.
- Trim: There are some chips in the paint at the base.

Room 102 – Assistant's Office

- Floor: Minor soiling; the floor dips at the corners, especially between Rooms 102 and 103.
- Base: Good condition.
- Walls: At the north wall, there is a crack (level 2) at the northeast corner, minor cracking (level 1) over D146, and holes around the thermostat and switches; the east wall exhibits significant cracking at the wall north of the fireplace, at the face of the fireplace, and above D147; there is a minor crack (level 1) at the southeast corner and minor soiling at the south wall; the west wall is in good condition.

3. CONDITIONS ASSESSMENT

Fireplace: The brick firebox floor has dropped approximately two inches, and the firebox itself is tilted; the bricks at the back wall are loose with open mortar joints.

Ceiling: Good condition.

HVAC: Multiple floor vents.

Electrical: Light switches and surface-mounted outlets.

Lighting: Four recessed lights; fluorescent ceiling fixture.

Life/Safety: Motion sensor.

Doors:

D146: Some separation between rails and panels; the top and bottom are not painted.

Hardware: Some overpainting on the hinges.

Trim: Good condition.

D147: At the main door, there is separation between the center stile and rails and the panels and rails; the top and bottom are not painted. At the side door, there is separation at the panels.

Hardware: Good condition.

Trim: Good condition.

Windows:

W122: On the interior, there is a broken pane in the lower sash, the paint is starting to fail, and there is overpainting on the glass. On the exterior, there is heavy paint loss on the sill, and the glazing putty is failing.

Hardware: Good condition.

Trim: Good condition.

W123: On the interior, there is a small crack in one of the lights in the lower sash, overpainting on the glass, and paint loss starting. On the exterior, there is heavy paint loss on the sill, paint loss is starting, and the glazing putty is failing.

Hardware: Good condition.

Trim: Good condition.

W124: On the interior, there is wood rot at the bottom and siderails of the lower sash, paint loss starting, and a lot of air infiltration from being loose in the frame; there is one broken pane in the upper sash and overpainting on the glass at both sashes. On the exterior, paint loss is starting, and the glazing putty is failing.

Hardware: Good condition.

Trim: Some older gouges in the wood have been painted over.

W125: On the interior, there is a small crack in one of the lights in the lower sash and overpainting on the glass. On the exterior, the paint is starting to crack at the sill, but the glazing putty appears to be intact.

Hardware: Good condition.

Trim: Good condition.

Room 103 – Executive Director's Office

Floor: The carpet is lightly soiled; the floor is uneven and dips in several directions but mostly at D143 and D147.

Base: Some seams are visible.

Walls: The north and south walls are in good condition, but there is some waviness in the finishes at the north wall; the east wall is slightly soiled; at the west wall, there is

3. CONDITIONS ASSESSMENT

- severe stress cracking (level 4) radiating from the corner fireplace and continuing over D147.
- Fireplace: There is a crack (level 3) at the south corner.
- Ceiling: The tape at the joint of the west wall and the ceiling has pulled away.
- HVAC: Multiple floor vents.
- Electrical: Light switches and surface-mounted outlets.
- Lighting: Three recessed lights; two sconce fixtures above the fireplace.
- Life/Safety: Fire alarm and strobe; motion detector; smoke detector.
- Door:
- D118: Good condition.
 - Hardware: Good condition.
 - Trim: Good condition.
 - D143: Some drips in the paint, but otherwise in good condition.
 - Hardware: Good condition.
 - Trim: Some chips in the paint.
- Windows:
- W119: Good condition.
 - Hardware: Good condition.
 - Trim: Good condition.
 - W120: Good condition.
 - Hardware: Good condition.
 - Trim: Good condition.
 - W121: Good condition.
 - Hardware: Good condition.
 - Trim: Good condition.

Room 104 – Hall 1

- Floor: Good condition.
- Base: Good condition.
- Walls: Hairline cracking (level 1) at curved wall; otherwise in good condition.
- Chair Rail: Good condition.
- Ceiling: Good condition.
- Stair: The railing and balustrade are loose.
- Closet: Not accessed, door was locked.
- HVAC: One floor vent.
- Electrical: Light switch.
- Lighting: One recessed light; ceiling fixture.
- Life/Safety: Smoke detector.
- Door:
- D144: Good condition.
 - Hardware: Good condition.
 - Trim: Good condition.

Room 105 – Conference Room

- Floor: A few stains; the floor is uneven and rises at the southeast corner near D134.

3. CONDITIONS ASSESSMENT

- Base: Minor scuff marks and some soiling along the top edge; there are a few areas with an uneven surface where previous paint conditions were painted over.
- Walls: At the north wall, there is a vertical crack below the east end of W105 and along most of the trim on the east side of W105; at the east wall, there is a horizontal crack just north of the fireplace at the top of the wall, a vertical crack along the bottom half of the north side of the fireplace, and a full-height vertical crack at the southeast corner that is wider at the bottom. The south wall exhibits hairline cracking at the upper east corner of D133 and a vertical crack at the southwest corner. All cracks in this room are level 1 or level 2, but if the foundation for the fireplace is not addressed, the cracks may rapidly increase over time.
- Ceiling: Good condition.
- HVAC: Six floor vents.
- Electrical: Surface-mounted light switches and outlets; additional wall outlets.
- Lighting: Four recessed lights; large ceiling fixture.
- Life/Safety: Fire alarm and strobe; smoke detector.
- Doors:
- D133: Minor separation at the middle panels; some scuffing at the base.
Hardware: Some paint drips on the lever handle.
Trim: A few chips in the paint; many layers of paint obscuring the imprint in the corner blocks.
 - D135: Minor separation at panels.
Hardware: Good condition.
Trim: Good condition.
- Windows:
- W102: The paint is peeling throughout on the lower sash and there is cracking in the paint at the upper sash; the lower sash is loose in the frame. On the exterior, the paint is crazing at the sashes and trim; paint loss is starting at the sill and the lower portions of the trim; the glazing putty is generally intact.
Hardware: There is some pitting in the brass finishes and paint on the chains.
Trim: There are a few areas of chipped paint; minor wood loss at the bottom edge of the apron has been painted over.
 - W103: The paint is peeling and cracking throughout. On the exterior, there is a wholesale loss of paint and glazing putty, especially at the lower sash, and heavy crazing at the trim; there are splits in the wood and paint loss across the sill.
Hardware: There is some pitting in the brass finishes and paint on the chains.
Trim: There are a few areas of chipped paint and some paint loss at the sill; minor wood loss at the bottom edge of the apron has been painted over.
 - W104: The paint is beginning to crack; the lower sash is slightly loose in the frame, and the peg at the lower right corner is pushing out. On the exterior, the paint is cracking and starting to peel at both sashes and the sill; the glazing putty is starting to fail.
Hardware: There is some pitting in the brass finishes and paint on the chains.
Trim: There are a few areas of chipped paint, and the paint is beginning to peel at the sill; minor wood loss at the bottom edge of the apron has been painted over.

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W105: The paint is cracking throughout with some peeling at the lower sash. On the exterior, the paint is cracking and starting to peel at both sashes and the sill; the glazing putty is starting to fail.

Hardware: There is some pitting in the brass finishes and paint on the chains.

Trim: There are a few areas of chipped paint.

Room 106 – Hall 2

Floor: Good condition.

Base: Good condition.

Walls: A few scuffs along the north and south walls; a vertical seam is visible above D136; there are some chips in the paint at the corners of the opening at the east end of the south wall.

Ceiling: Good condition.

HVAC: Thermostat panel.

Electrical: Light switch; wall outlets.

Lighting: One ceiling fixture.

Life/Safety: Illuminated exit sign, ceiling-mounted; fire alarm; smoke detector.

Door:

D134: There are scuffs at the bottom on the Hall side.

Hardware: Good condition.

Trim: Good condition.

Room 107 – Basement Stair Landing

Floor: Only one area of the wood boards is painted; there are a few replacement boards at the southwest corner.

Walls: All gypsum surfaces are heavily soiled and exhibit areas of cracking or peeling paint with areas of paint loss; at the north wall, many patches are visible, and a patch near D136 is coming off of the wall; at the south wall, there is some cracking (level 1) throughout, and an area of the wall at the landing is the exposed framing from a previous opening that was enclosed on the first Hall side (Room 104); the west wall exhibits cracking (levels 1 and 2) throughout and a large area of wholesale plaster loss at the upper north corner, where the heavy timber frame and brick nogging are visible; there is a crack (level 2) in the exposed brick nogging with paint loss in one area.

Ceiling: Some areas of spalling and paint loss; there is a small area of plaster loss at the northwest corner.

Stair: The wood treads are unfinished with some soiling from general wear and use.

HVAC: Thermostat panel.

Electrical: Conduit along the west wall; switchbox on the south wall, mounted to the exposed framing.

Life/Safety: Smoke detector.

Door:

D136: Some separation at the panels and the top rail on the Hall side. On the Room side, there is some soiling and scuffing at the base and jamb side.

Hardware: Good condition.

Trim: Some separation at the corners.

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Room 108 – Legal Office

- Floor: Good condition; mostly covered by office furniture.
Base: Good condition where visible.
Walls: Good condition; large storage shelves are mounted to the west wall.
Ceiling: Good condition.
HVAC: Two floor vents.
Electrical: Light switch and wall outlets.
Lighting: Two recessed lights.
Life/Safety: Smoke detector.
Door:
 D137: Minor separation at the panels; some scuffing at the base.
 Hardware: Good condition.
 Trim: The trim is pulling from the door frame at the upper west corner on the Hall side.
Window:
 W106: The paint is beginning to crack at the component joints; the storm panel is not properly fastened to the frame and is only held with clear tape. On the exterior, the glazing putty is starting to fail, and there is light biological growth on the sill.
 Hardware: Good condition.
 Trim: There are a few large areas of paint loss where the clear tape pulled the paint off with some small areas of paint loss at the sill; minor wood loss at the bottom edge of the apron has been painted over.

Room 109 – Special Program Director's Office

- Floor: Good condition; mostly covered by office furniture.
Base: A few chips in the paint where visible.
Walls: Good condition; large storage shelves are mounted to the east wall; a few nail holes throughout.
Cabinet: Good condition.
Ceiling: Good condition.
HVAC: Two floor vents.
Electrical: Light switch and wall outlets.
Lighting: Two recessed lights.
Life/Safety: Smoke detector.
Door:
 D138: Some scuffing at the base on both sides.
 Hardware: Good condition.
 Trim: Good condition.
Window:
 W108: The paint is beginning to crack at the component joints, especially at the upper sash; the storm panel is not securely fastened to the frame and is only held with foam weatherstripping. On the exterior, the paint is cracking and starting to peel, especially at the upper sash, and the glazing putty is starting to fail.
 Hardware: Good condition.
 Trim: There are a few chips in the paint at the inner edges; there is residue from previous tape at the top of the sill; minor wood loss at the bottom edge of the apron

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has been painted over, and there is a piece of clear tape over the east end of the apron.

Room 110 – Hall 3

Floor: Good condition.
Base: Good condition; some knots are starting to bleed through the paint.
Walls: Good condition.
Ceiling: Good condition.
Plumbing: Water fountain mounted to the south wall, serviceable.
HVAC: One floor vent.
Electrical: Light switch.
Lighting: One ceiling fixture.
Life/Safety: Smoke detector.
Door:
D142: No door; there is scarring from previous hardware.
Hardware: None.
Trim: Some older loss has been painted over.

Room 111 – Hall 4

Floor: Good condition.
Base: Good condition; some knots are starting to bleed through the paint.
Walls: At the north wall, there is hairline cracking (level 1) in the sloped wall below the stairs and minor bubbling of the finishes; at the east wall, an area of paint is bubbling and cracking between D112 and W113, and there is one hairline crack (level 1); the south and west walls are in good condition.
Ceiling: Good condition.
HVAC: One floor vent.
Electrical: Light switches and wall outlets.
Lighting: Three ceiling fixtures.
Life/Safety: Two illuminated exit signs; fire alarm pull; fire alarm strobe; smoke detector; security panel.
Door:
D112: Many scuff marks on the lower half, but otherwise in good condition. On the exterior, the glazing putty is starting to fail.
Hardware: Good condition.
Trim: Good condition.
Window:
W113: The paint is crazing throughout. On the exterior, the glazing putty is starting to fail at the upper sash.
Hardware: Good condition.
Trim: Good condition.

Room 112 – Copy Room

Floor: Good condition with a few scuff marks; the floor slopes upwards at the east end.
Base: Good condition.

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Walls: Good condition.
Counter: Good condition.
Ceiling: Good condition.
HVAC: Two floor vents.
Electrical: Light switch and wall outlets.
Lighting: Five recessed lights.
Life/Safety: Smoke detector.
Windows:

W110: Minor crazing is starting in the paint. On the exterior, the glazing putty is cracked and starting to fail.

Hardware: Good condition.

Trim: Good condition.

W111: A pane in the lower sash is cracked. On the exterior, the glazing putty is cracked and starting to fail.

Hardware: The chains have been replaced with aluminum jamb rods.

Trim: Good condition.

Room 113 – Janitor Closet

Floor: The tile is soiled but otherwise in good condition.
Walls: Good condition.
Ceiling: Good condition.
Plumbing: A janitor's sink, serviceable; piping through the ceiling and west wall.
HVAC: Electric baseboard heating; exhaust fan.
Electrical: Light switches and wall outlets.
Lighting: One fluorescent wall fixture.
Life/Safety: Smoke detector.

Door:

D139: Some scuff marks and scratches, but otherwise in good condition.

Hardware: Good condition.

Trim: Good condition.

Window:

W109: The paint is crazing throughout, and separation is starting at the bottom rail. On the exterior, the glazing putty is starting to crack at a few panes.

Hardware: Good condition.

Trim: Good condition.

Room 114 – Restroom

Floor: Good condition.
Walls: Good condition.
Ceiling: Good condition.
Plumbing: Toilet and sink are serviceable.
HVAC: Electric baseboard heating; one floor vent; exhaust fan; radiator below W114, behind the partition wall.
Electrical: Light switches and wall outlets.
Lighting: One large ceiling fixture.

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Life/Safety: Fire alarm and strobe; smoke detector.

Door:

D140: Some separation starting around several panels, but otherwise in good condition.

Hardware: Good condition.

Trim: Good condition.

Window:

W114: The window does not open; possible older paint loss has been painted over. On the exterior, the glazing putty is failing.

Hardware: The sash lifts are painted.

Trim: The sill is truncated by the radiator box.

Room 115 – Break Room

Floor: Good condition.

Walls: There is minor hairline cracking (level 1) at the northeast corner.

Cabinetry: Good condition.

Fireplace: Good condition overall with some mortar loss at the inner hearth and firebox.

Ceiling: Good condition.

Plumbing: The stainless-steel sink is serviceable.

HVAC: Two floor vents; exhaust fan.

Electrical: Light switches and wall outlets.

Lighting: One ceiling fixture; a small fluorescent fixture under the upper cabinets.

Life/Safety: Fire extinguisher; smoke detector.

Doors:

D117: The door is slightly askew in the opening; minor separation starting around the panels. On the exterior, older cracking paint has been painted over, and there is scarring from older hardware.

Hardware: There is duct tape over the lock.

Trim: Good condition.

D141: No door; there is scarring from previous hardware.

Hardware: None.

Trim: There is minor paint loss, and some knots are starting to bleed through the paint.

Windows:

W115: The window does not open; there is rot at the meeting rail and wood loss at all muntins; there is finish loss throughout, and the wood seems brittle. On the exterior, the glazing putty is starting to crack.

Hardware: The sash lock is loose due to rot at the meeting rail.

Trim: Good condition.

W116: There is minor wood loss at the muntins. On the exterior, the glazing putty is starting to crack.

Hardware: Good condition.

Trim: Good condition.

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Second Floor

Room 201 – Hall 1

- Floor: The carpet exhibits wear at the edges of both top steps but is otherwise in good condition.
- Base: Good condition.
- Walls: There is cracking throughout the plaster on the north, east, and south walls; at the north wall, there is a significant vertical crack (level 4) in the west corner at the door to the staircase; the east wall exhibits diagonal cracking (level 3) in the plaster in the north-south direction, especially between both door openings; at the south wall, there is a small crack (level 2) in the east corner and another hairline crack (level 1) below it. The west wall is in good condition.
- Closets: The surface of the plaster walls is uneven, and there are a few dents and small holes throughout.
- Cornice: Good condition.
- Ceiling: Good condition.
- Electrical: Light switches and wall outlets.
- Lighting: One ceiling fixture.
- Life/Safety: Illuminated exit sign; fire alarm and strobe; smoke detector.
- Doors:
- D227: Some separation between components at the closet side and cracks in the center stile at the closet side; a block of wood is attached to the face of the door to hold the deadbolt; a previous horizontal crack (level 2) in the middle rail was painted over.
Hardware: Finish loss at the knobs and some overpainting on the hinges.
Trim: Good condition.
- D228: The paint is cracking throughout, and there is separation at the panel joints; there is tape at the bottom of the door to stop a draft from the third floor; the door does not open.
Hardware: Finish loss at the knobs; the hinges are painted.
Trim: Good condition.
- D229: There are hooks mounted to the closet side; some paint cracking at the component joints.
Hardware: Finish loss at the knobs; the hinges are painted; the latch bolt is painted, and the end piece is missing from the trim.
Trim: There are holes from the missing end piece of the latch bolt; otherwise in good condition.
- D233: No door.
Hardware: None.
Trim: Minor paint chipping at edges.
- D234: No door.
Hardware: None.
Trim: Good condition.
- Windows:
- W201: On the interior, the paint is cracking and peeling throughout, and there is a hole in the lower right corner of the bottom sash. On the exterior, there is wholesale paint loss on

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the sill and heavy paint peeling throughout the frame and sashes; the glazing putty is failing.

Hardware: Some pitting on the sash lock.

Trim: Areas of paint loss from previous tape.

Room 202 – Planning Office 1

Floor: Good condition.

Base: Good condition.

Walls: There is cracking in the plaster on the north, east, and south walls; at the north wall, there is a hairline crack (level 1) below window W204 and a larger crack (level 3) below window W205; at the east wall, there are two large cracks (level 3/4) above door D225, a large crack (level 3/4) north of the fireplace, and a severe crack (level 4) above door D226; there is a minor crack (level 1) in the west corner of the south wall. The painted finish is rough between windows W204 and W205 at the north wall, and the west wall is in good condition.

Fireplace: There are cracks(level 1/2) around the mantle.

Ceiling: There is a patch at the center, and the ceiling is not completely finished.

HVAC: Ceiling vents; each desk has a portable heater.

Electrical: Light switches and surface mounted outlets.

Lighting: Recessed light fixtures, one light is not working; ceiling fan with light.

Life/Safety: None.

Doors:

D224: There are cracks (level 2) between the components and a hook mounted to the room side.

Hardware: Finish loss and overpainting on the hinges.

Trim: Few areas of chipped paint.

D225: Door no longer remains; there are a few dents in the frame and a hole from a previous mortise latch.

Hardware: The remaining hinge is painted.

Trim: Good condition.

D226: Door no longer remains; there are a few dents in the frame and a hole from a previous mortise latch.

Hardware: None.

Trim: Good condition.

Windows:

W202: On the interior, the paint is cracking and peeling throughout, especially at the joints; the storm panel is taped to the window frame, and there are many dead bugs along the meeting rail and sill. On the exterior, there is wholesale paint loss on the sill and heavy paint peeling throughout the frame and sashes; there is failure and loss of the glazing putty.

Hardware: Pitting and finish loss of the sash lock; some overpainting on the spring coils.

Trim: Large areas of paint loss from previous tape.

W203: On the interior, the paint is cracking and peeling throughout, especially at the joints; there are many dead bugs along the meeting rail and sill. On the exterior, there is wholesale paint loss on the sill and heavy paint peeling throughout the frame and

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sashes; remnants of a wasp nest at the meeting rail; there is failure and loss of the glazing putty.

Hardware: Pitting and finish loss of the sash lock; some overpainting on the spring coils.

Trim: Large areas of paint loss from previous tape.

W204: On the interior, there is a crack in the center pane in the upper sash; the paint is cracking at the component joints. On the exterior, there is moderate paint cracking and peeling throughout; the sill has an uneven surface, and there is overpainting on the glass; the glazing putty is starting to fail.

Hardware: Minor pitting on the sash lock; finish loss at the spring coils; the storm panel is missing.

Trim: Some tape left on the trim and foam stuck to the sill from a previous storm panel.

W205: On the interior, the paint is cracking at the component joints, and the storm panel is taped in place. On the exterior, there is moderate paint cracking and peeling throughout; the sill has an uneven surface, and there is overpainting on the glass; the glazing putty is starting to fail.

Hardware: Minor pitting on the sash lock; finish loss at the spring coils; the storm panel is missing.

Trim: Large areas of paint loss from tape.

Room 203 – Planning Office 2

Floor: The floor slopes at door D230 and along the east wall.

Base: Good condition.

Walls: There is significant cracking in the plaster on all walls; at the north wall, there is a crack (level 3) in the west corner, but the rest of the wall is in good condition; at the east wall, there is severe cracking (level 4) on either side of the fireplace, at the center above the fireplace and around both doors; there are significant cracks (level 4) radiating from either side of both window sills on the south wall; on the west wall, there is a crack (level 2) and disintegration of plaster below window W222 with leaks and moisture visible at the window.

Closets: There is significant cracking (level 4) in the plaster walls of both closets, but it is more severe in the southern closet.

Fireplace: There is a vertical crack (level 4) at the center molding of the surround and a horizontal crack (level 4) below the mantle on the north side.

Ceiling: The tape at the ceiling/wall transition is loose over the fireplace at the east wall.

HVAC: Ceiling vents; portable heater.

Electrical: Light switches and surface mounted outlets.

Lighting: Recessed light fixtures; ceiling fan with light.

Life/Safety: None.

Doors:

D230: Painting over previous conditions has created an uneven surface; there is a vertical crack (level 2) in the lower left panel of the hall side.

Hardware: Finish loss at the crystal knobs; the hinges are painted.

Trim: Few areas of chipped paint.

D231: Minor separation of panels starting; there is some uneven surface on the room side and holes from missing hardware.

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Hardware: The knob and interior lock box are missing; finish loss at the escutcheon and keyplate; the hinges are painted.

Trim: There is separation at the top right corner on the room side.

D232: Minor separation of panels starting; there is an area of wood loss near the bottom hinge on the closet side.

Hardware: There is finish loss and some overpainting at the crystal knob and keyplate; the hinges are painted.

Trim: There is separation at the top left corner on the room side and minor paint chipping at the edges.

Windows:

W220: On the interior, the paint is cracking at the joints; there is some paint loss at the bottom of the top sash; there are many dead bugs along the meeting rail and sill. On the exterior, the paint is severely peeling at the sill and crazing throughout the frame and sashes; there is overpainting on the glass and failure of the glazing putty.

Hardware: Good condition; the storm panel is missing.

Trim: Small areas of paint loss from previous tape.

W221: On the interior, the paint is cracking at the joints, and there are dead bugs along the meeting rail and sill. On the exterior, the paint is severely peeling at the sill and crazing throughout the frame and sashes; there is overpainting on the glass and failure of the glazing putty.

Hardware: Good condition; the storm panel is missing.

Trim: Small areas of paint loss from previous tape; some tape is still present.

W222: On the interior, the paint is cracking at the joints, and there are dead bugs along the meeting rail and sill. On the exterior, the paint is severely peeling throughout all components; the glazing putty has failed with wholesale loss.

Hardware: Pitting on the sash lock; the storm panel is loose at the top of the window opening.

Trim: Small areas of paint loss from previous tape.

W223: On the interior, the paint is cracking at the joints, and there are dead bugs along the meeting rail and sill. On the exterior, the paint is severely peeling throughout all components; the glazing putty has failed with wholesale loss.

Hardware: Pitting on the sash lock

Trim: Small areas of paint loss from previous tape; some tape is still present.

Room 204 – Hall 2

Floor: There is some waviness in the floor.

Base: Good condition.

Walls: There is significant cracking in the plaster on the west and north walls; at the west wall, there is a significant crack (level 4) at the north corner and another crack (level 3/4) beside door D233; the north wall exhibits cracks (level 2/3) radiating from the large crack on the west wall. There are some uneven surfaces near the stair on the south wall with some separation around the stair opening. The east wall is in good condition.

Steps: The steps dip towards the back of the tread.

Closets: There is cracking in the plaster walls; all but one crack appear to be older. (level 2)

Ceiling: Good condition.

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- HVAC: Ceiling vents.
Electrical: Light switches.
Lighting: Recessed light fixtures, one light is not working.
Life/Safety: Illuminated exit sign; smoke detector; motion detector.
Doors:
 D235: Some separation at the panels.
 Hardware: Finish loss at the turn latch; the hinges are painted.
 Trim: Good condition.
 D236: Door does not close easily.
 Hardware: Some overpainting on the turn latch; the hinges are painted.
 Trim: Good condition.

Room 205 – Planning Office 3

- Floor: Good condition.
Base: Good condition where visible.
Walls: At the east wall, there is hairline cracking (level 1) at the north corner and from the north wall to the top of window W215. The drywall tape is coming loose near the west end of the south wall. At the west wall, the drywall tape is peeling near the center of the top of the wall as well as at the north corner, especially at the base. There are a few scuffs at the north wall.
Fireplace: The fire box is soiled; there is some paint loss at the edges of the cabinet doors above.
Ceiling: There is a dip near the east end at the north wall; a small area of drywall tape is peeling at the middle of the west end; there is a hole at the north end covered with paper and tape, perhaps from a previous vent.
HVAC: Ceiling vents.
Electrical: Light switches and surface mounted outlets.
Lighting: Recessed light fixtures.
Life/Safety: Smoke detector.
Door:
 D244: There is a hook near the top of the door on the room side and minor scuffing at the bottom of both sides.
 Hardware: Good condition.
 Trim: Few areas of chipped paint, mostly at edges.
Windows:
 W215: On the interior, the paint is starting to crack and peel at the upper sash. On the exterior, there is paint loss at the sill, and the paint is peeling throughout the frame and sashes; the glazing putty is starting to fail.
 Hardware: The sash pull is painted.
 Trim: Minor paint loss along the inner edge.
 W216: On the interior, the window is in good condition. On the exterior, the paint is cracking throughout all components, and the glazing putty is starting to fail.
 Hardware: The sash pull is painted.
 Trim: Good condition.
 W217: On the interior, the window is in good condition. On the exterior, the paint is cracking throughout all components, and the glazing putty is starting to fail.

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Hardware: The sash pull is painted.

Trim: Good condition.

W218: On the interior, there is a small gap in the joints of the bottom rail. On the exterior, the paint is peeling throughout all components, and the glazing putty has failed with wholesale loss.

Hardware: The sash pull is painted.

Trim: Good condition.

W219: On the interior, there is a small gap in the joints of the bottom rail. On the exterior, the paint is peeling throughout all components, and the glazing putty has failed with wholesale loss.

Hardware: The sash pull is painted.

Trim: Good condition.

Room 206 – Planning Director's Office

Floor: Good condition.

Base: Previous paint conditions have been painted over, creating an uneven surface.

Walls: At the south wall, the paint is drooping in one area from a previous leak behind the paint, and there are water stains below. The other walls are in good condition.

Closets: Good condition.

Ceiling: Good condition.

HVAC: Ceiling vents; small thermostat control panel.

Electrical: Light switches and surface mounted outlets.

Lighting: Recessed light fixtures; ceiling mounted fixture.

Life/Safety: Smoke detector.

Doors:

D241: Some previous conditions have been painted over; a hook is fastened to the room side. Hardware: Finish loss at the knobs; the escutcheon is painted on the room side; hinges are painted.

Trim: Few areas of chipped paint, mostly at edges.

D242: Some previous conditions have been painted over.

Hardware: Finish loss at the knobs and older deadbolt; the escutcheon is painted on the room side; hinges are painted.

Trim: Some uneven surface and paint drips.

D243: Some previous conditions have been painted over.

Hardware: Finish loss at the knobs; the escutcheon is painted on the room side; hinges are painted.

Trim: Some uneven surface and paint drips.

Windows:

W212: On the interior, the window is in good condition. On the exterior, there is some paint peeling throughout the frame and sashes; the glazing putty is starting to fail.

Hardware: The sash pull is painted; some overpainting on the chains.

Trim: Good condition.

W213: On the interior, the window is in good condition. On the exterior, the glazing putty is failing with some loss.

Hardware: The sash pull is painted; some overpainting on the chains.

3. CONDITIONS ASSESSMENT

Trim: Good condition.

W214: On the interior, the window is in good condition. On the exterior, the paint is cracking significantly at the frame, and the glazing putty is failing with some loss.

Hardware: The sash pull is painted; some overpainting on the chains.

Trim: Good condition.

Room 207 – Hall 3

Floor: The floor slopes north.

Base: Good condition with a few scuff marks.

Walls: There is one vertical hairline crack at the south wall and two above door D238 at the west wall (level 2/3 cracks). The north and east walls are in good condition.

Ceiling: Good condition.

HVAC: Ceiling vent.

Electrical: Light switches.

Lighting: Recessed light fixture; ceiling mounted fixture.

Life/Safety: Illuminated exit sign; fire alarm and strobe; motion detector.

Door:

D237: Minor separation starting at the panels.

Hardware: Finish loss at the knobs; the escutcheon is painted on the room side; hinges are painted.

Trim: A few dents; minor paint loss at edges has been painted over.

Room 208 – Planning Office 4

Floor: Good condition.

Base: Good condition with a few scuff marks.

Walls: Small cracks (level 1) extend from the corners of the windows at the north, east, and south walls. The west wall is in good condition.

Chimney: Good condition overall with no cracks or mortar loss; the paint is a little messy.

Ceiling: Good condition.

HVAC: Ceiling vents.

Electrical: Light switches and wall outlets.

Lighting: Recessed light fixtures.

Life/Safety: Illuminated exit signs and two smoke detectors.

Doors:

D240: There is minor soiling throughout, but it is heavier on the stair side; there are a few areas of minor wood loss on the stair side; a sign is attached to the room side.

Hardware: Some finish loss at the knobs and soiling at the wood knob; hinges and key plate are painted.

Trim: There is a gap at the upper left side and along the top on the room side; old foam weatherstripping on the jamb at the stair side.

Windows:

W208: On the interior, there are many dead bugs at the meeting rail and sill; there is minor cracking at component joints. On the exterior, the paint is cracking throughout the frame and sashes; the glazing putty is failing with some loss.

Hardware: The sash pull is painted; finish loss at the sash lock and chains.

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Trim: Some paint loss from previous tape.

W209: On the interior, there are many dead bugs at the meeting rail and sill; there is minor cracking at component joints. On the exterior, the paint is cracking throughout the frame and sashes; the glazing putty is failing with some loss.

Hardware: The sash pull is painted; finish loss at the sash lock and chains.

Trim: Some paint loss from previous tape.

W210: On the interior, there are many dead bugs at the meeting rail and sill; there is minor cracking at component joints. On the exterior, the paint is cracking throughout the frame and sashes; the glazing putty is failing with some loss.

Hardware: The sash pull is painted; finish loss at the sash lock and chains.

Trim: Small areas of paint loss from previous tape.

W211: On the interior, the paint is cracking at the component joints, and there is some paint loss at the rails of the top sash. On the exterior, the paint is peeling throughout the frame and sashes, and the glazing putty has failed with wholesale loss.

Hardware: The sash pull is painted; finish loss at the chains.

Trim: Some paint loss from previous tape.

Room 209 – Planning Office 5

Floor: Good condition.

Base: Good condition with minor areas of paint loss.

Walls: At the north wall, cracks extend from both top corners and from the lower west corner; at the east wall, there are several cracks extending from and above the door. The south and west walls are in good condition. (Level 2/3 cracks)

Ceiling: Good condition; drywall tape is visible at one location.

HVAC: Ceiling vents.

Electrical: Light switches and surface mounted outlets.

Lighting: Recessed light fixtures, one does not work.

Life/Safety: Smoke detector.

Doors:

D238: There are a few scuffs at the bottom; minor separation of panels and a mounted hook on the Room 209 side.

Hardware: The hinges and the escutcheon on the Room 209 side are painted.

Trim: Good condition.

Windows:

W206: On the interior, there is minor paint cracking at the component joints with some uneven surface at the bottom rail. On the exterior, the glazing putty is starting to fail.

Hardware: The sash pulls are painted; finish loss at the sash lock and chains.

Trim: Good condition.

Room 210 – Restroom

Floor: Good condition.

Walls: All walls are in good condition.

Ceiling: Good condition; rough finish coat.

Plumbing: Wall-mounted porcelain sink at west wall; porcelain toilet at north wall.

HVAC: Exhaust fan.

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Electrical: Light switches.
Lighting: Fluorescent fixture above sink.
Life/Safety: Fire alarm and strobe; smoke detector.
Door:

D239: A hook is mounted on the room side.
Hardware: Hinges are painted.
Trim: Few paint chips at the edges.

Window:

W206: On the interior, there is minor paint cracking at the component joints. On the exterior, the paint is cracking throughout the sashes and frame, and the glazing putty is failing with some loss.
Hardware: The sash pull is painted; some finish loss at the sash lock and chains.
Trim: Good condition.

Attic

Room 301 – Stair Landing 1

Floor: There are some stains on the carpet.
Base: Large epoxy patch at the east wall; the base is soiled throughout.
Walls: There are pencil marks across all the walls. The north, south, and west walls all have cracks (level 2/3) that stretch across the entire wall along with additional large (level 3) and hairline cracks (level 1) and holes throughout all four walls; most of the cracks and holes have been filled with spackle. There are two additional spackle patches at the north wall, one around the vent at the east wall, and another below the window at the west wall. There is a crack (level 2) along the west corner of the south wall and a vertical crack (level 2) with staining below the south corner of the window at the west wall.
Stairs: The carpet on the stairs is stained throughout.
Ceiling: Light soiling throughout.
HVAC: Ceiling vent; wall vent on east wall.
Electrical: Light switches.
Lighting: One dome fixture at ceiling.
Life/Safety: Fire alarm and strobe; smoke detector.
Door:
D313: Separation at the panels; there are pencil marks and soiling throughout; a hook is mounted at the closet side.
Hardware: The hardware is painted.
Trim: Paint is starting to craze; there are gaps between components and some chips in the paint.

Window:

W301: On the interior, the paint is peeling heavily at the muntins and bottom rail, and there are many dead bugs at the meeting rail and sill. On the exterior, the paint is peeling severely throughout all components, and the glazing putty has failed with some loss.
Hardware: Good condition.
Trim: Paint loss and cracking at sill.

3. CONDITIONS ASSESSMENT

Room 302 – Storage 1

- Floor: The floor rises from west to east, and there are many stains; the carpet is cut east of door D314.
- Base: The base is soiled throughout; the height varies as the floor varies; some areas of paint loss.
- Walls: At the north wall, there are many large cracks and patched holes, including at the top east corner, east of door D314, and at the west end. The east wall exhibits primarily horizontal cracks along with a diagonal crack at the upper south corner of the alcove, hairline cracking, a crack with staining along the ceiling, and cracks along the north and south corners. At the south wall, there are vertical cracks below the windows, a large area of plaster repair west of window W310, scarring at the west corner, cracks at both corners, and a few small remnants of wallpaper. The west wall has a large patch below the window, various cracks and holes, and scarring at the south corner. There are pencil marks on all walls, and most of the cracks and holes are filled with spackle. (Level 2/3 for majority of cracks in the space)
- Ceiling: Hairline cracking (level 1) throughout with multiple patches and areas of paint loss around ceiling-mounted elements; the ceiling dips at the east end on the north wall.
- HVAC: Ceiling vent.
- Electrical: Light switches.
- Lighting: One fluorescent fixture at ceiling.
- Life/Safety: Smoke detector.
- Doors:
- D314: The door is cut at the bottom to accommodate the raised floor; separation at panels; the paint is starting to craze and peel.
Hardware: There is overpainting at the escutcheon; the hinges are painted, and the bottom hinge is detached from the frame.
Trim: There are dents and the paint is chipping at the edges; gaps at both top corners of the trim and frame.
- D315: There is separation at the panels; the paint is starting to craze; there is soiling along the jamb stile.
Hardware: The hasp latch is bent; the rest of the hardware is painted.
Trim: Some paint chipping at the edges and scuffing.
- Windows:
- W310: On the interior, there is wood loss at the horizontal muntin in the top sash; the paint is cracking at the component joints and is peeling at the bottom west corner; there is clear silicone caulk at the lights in the bottom sash. On the exterior, there is overpainting on the glass, and the glazing putty is starting to fail.
Hardware: Good condition.
Trim: Some paint loss at the inner face of the west side; soiling and cracking paint at the sill.
- W311: On the interior, the paint is cracking at the component joints and at the bottom rail; there is possible rot at the muntins in the lower sash. On the exterior, there is overpainting on the glass, and the glazing putty is starting to fail.
Hardware: Good condition.
Trim: The sill and apron dip at the east end, and the sill is soiled.

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W312: On the interior, there are many bugs at the meeting rail and sill; the paint is peeling throughout with areas of wholesale paint loss; there is possible rot starting at the muntins. On the exterior, the paint is peeling severely at the sill, sashes, and frame; the glazing putty has failed with wholesale loss.
Hardware: Good condition.
Trim: Some hairline cracking between component parts.

Room 303 – Storage 2

Floor: The carpet is stained throughout with multiple rips and an area of loss below window W303; the carpet is cut between the doors on the south wall.

Base: The base is not consistent and is soiled throughout.

Walls: There are many holes and large cracks at all plaster walls, and many have been filled with spackle: at the north wall, there is a large patch from plaster loss below window W304, a large crack along the east corner, and diagonal cracks at both top corners; at the south wall, there is a large open seam where the plaster meets the gypsum and a crack along the ceiling at the east end, a diagonal crack at the top west corner that extends down the entire corner, and some hairline cracking throughout; at the west wall, there are very large vertical cracks below and south of the window, there is a newer unfilled crack with salts below the window, and possible black mold growth at the upper south corner of the window. The gypsum at the east wall exhibits cracking along the north corner with additional hairline cracking as well as a large patch above the steps and many other patched holes. All walls are soiled and scuffed throughout with many pencil marks. (Level 2/3 for majority of cracks in the space)

Ceiling: There is cracking (level 1) along the seams and larger cracks (level 2) radiating from the center.

HVAC: Ceiling vent; ductwork in the closet.

Electrical: Light switches; conduit in the closet.

Lighting: One fluorescent fixture at ceiling.

Life/Safety: Smoke detector.

Doors:

D316: There are dents and chipped paint at the frame; the paint is cracking throughout.
Hardware: None.
Trim: The paint is chipping, and there are many holes in the top corners on the room side; there are gaps at the corners.

D317: There are dents and chipped paint at the frame; gaps at the upper corners of the frame.
Hardware: None.
Trim: The paint is chipping, and there are many holes in the top corners on the room side; there are gaps at the corners.

Windows:

W302: On the interior, there are many bugs at the meeting rail and sill; the paint is peeling throughout with areas of wholesale paint loss; there is possible rot starting at the muntins. On the exterior, the paint is peeling severely at the sill, sashes, and frame; the glazing putty has failed with wholesale loss.

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Hardware: Good condition.

Trim: Some hairline cracking between component parts.

W303: On the interior, the paint is starting to crack at the component joints and at the lower east corner. On the exterior, the sill is newer, and there is overpainting on the glass; the glazing putty is starting to fail.

Hardware: Good condition.

Trim: The sill exhibits soiling and cracking paint.

W304: On the interior, the paint is starting to crack at the component joints and at the lower east corner. On the exterior, the sill is newer, and there is overpainting on the glass; the glazing putty is starting to fail.

Hardware: Good condition.

Trim: The sill is soiled.

Room 303a – Vestibule

Floor: The plywood is unfinished with dirt and light soiling along the walls.

Walls: There are pencil marks, scuffing, and soiling throughout.

Ceiling: The ceiling is very low over the steps and is soiled and scuffed throughout.

Electrical: Light switch.

Life/Safety: None.

Doors:

D318: There is moisture staining at the edges, especially at the top.

Hardware: Good condition.

Trim: There is scuffing throughout with some paint loss at the edges.

Room 304 – Hall

Floor: The plywood is soiled throughout with a few spots of moisture staining.

Walls: At the north and south walls, some areas have been spraypainted, there is an area where the paper layer came off of the gypsum board, the seams are visible, and there are multiple patches. The east wall exhibits dents throughout and a gap at the south corner. There is some hairline cracking (level 1) along both corners at the west wall, near the top. All walls exhibit many pencil marks, soiling, and scuffing throughout.

Ceiling: There are scuff marks and pencil marks throughout; there are a few patches as well as cracking (level 2) along the wall joints and at the seams.

HVAC: Two vents in the south wall.

Electrical: Light switches.

Lighting: Two fluorescent fixtures at ceiling.

Life/Safety: Illuminated exit sign; fire alarm and strobe; smoke detector.

Room 305 – Mechanical 1

Floor: The wood boards are unfinished and soiled throughout; there are gaps between the boards, moisture staining beneath some of the ductwork, and holes for conduit.

Walls: The gypsum board is scuffed at the east wall, and there is a gap along the south corner. At the north end of the room, the dormer wells exhibit moisture staining along the bottom. At the west wall, there is a missing section at the lower and middle areas of the wall as well as loss at the upper south corner.

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- Chimney: The chimney is in poor condition: there are salt deposits on the brick and mortar, a lot of dust along the base on the floor, and poorly patched mortar and brick.
- Ceiling: Good condition.
- HVAC: Ductwork throughout.
- Electrical: Conduit throughout; surface mounted light switch box.
- Lighting: Two fluorescent fixtures with grate covers at ceiling.
- Life/Safety: None.
- Door:
- D319: There is moisture staining at the top of the door.
- Hardware: Good condition.
- Trim: The metal frame was cut and welded from a larger one, and the seams are visible; the frame is soiled and scuffed throughout with some paint loss at the edges; the frame is loose at the upper east corner.
- Windows:
- W305: On the interior, the window is unfinished with soiling throughout and some moisture staining at the bottom of the lower sash. On the exterior, the paint is peeling at the sill, sashes, and frame; the glazing putty is failing.
- Hardware: Some pitting at the sash lock.
- Trim: The trim is unfinished with soiling throughout; the paint is peeling at the sill and there are paint drips across the front of the sill.
- W306: On the interior, the window is unfinished with soiling throughout and some gaps at the component joints. An electric aluminum fan has replaced the upper sash. On the exterior, the paint is peeling at the sill, sashes, and frame; the glazing putty is failing.
- Hardware: Some pitting at the sash-pull hardware.
- Trim: The trim is unfinished with soiling throughout; the sill framing slopes up to the east.

Room 306 – Mechanical 2

- Floor: The wood boards are unfinished and soiled throughout with dirt in the gaps between the boards; moisture staining beneath some of the ductwork.
- Walls: The corner metal strip is exposed along the top of the north wall, and there is a hole at the top towards the west end. At the east wall, there is no insulation, and there is debris/dirt/droppings along the sill plate. There is moisture staining at the bottom of the south wall and holes throughout of varying size. At the west wall, there is a large missing area at the middle of the wall as well as soiling north of the chimney.
- Chimney: There is some spalling at the corners of the brick; large vertical cracks (level 3) in the plaster portion; soiling throughout.
- Ceiling: Good condition.
- Plumbing: PVC pipes around the mechanical equipment and towards the west end of the room.
- HVAC: Ductwork throughout the floor and ceiling.
- Electrical: Light switches; electrical panel on the east wall with surface mounted outlets below.
- Lighting: Two fluorescent fixtures at ceiling.
- Life/Safety: None.
- Doors:

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D320: There is moisture staining around the edges, worse on the room side; there are pencil marks throughout.

Hardware: Good condition.

Trim: There is soiling and scuffing near the base along with some paint loss at the edges.

D321: There is heavy finish loss throughout with some patches at the center stile; staining at the bottom panel; the door does not open or close.

Hardware: The knob is loose, and there is finish loss at the escutcheon; the bottom hinge is missing, and the top hinge exhibits finish loss.

Trim: None.

D322: No door.

Hardware: None.

Trim: None.

Windows:

W308: On the interior, there are many dead bugs at the meeting rail and sill; there is hairline cracking (level 1) at the component joints. On the exterior, the paint is peeling at the sill, sashes, and frame; there is overpainting on the glass; the glazing putty is failing with some loss.

Hardware: Some finish loss at the chains.

Trim: The trim is unfinished, and there is no sill or apron; there is staining at the south side.

W309: On the interior, there are many dead bugs at the meeting rail and sill; there is hairline cracking (level 1) at the component joints. On the exterior, the paint is peeling at the sill, sashes, and frame; there is overpainting on the glass; the glazing putty is failing with some loss.

Hardware: Some finish loss at the chains.

Trim: The trim is unfinished, and there is no sill or apron; there is staining at the south side.

Room 307 – Stair Landing 2

Floor: The plywood is dirty and soiled throughout; there is a moisture stain at the northeast corner.

Walls: The gypsum portions of the walls are scuffed and soiled throughout with some dents and pencil marks; there is also some cracking (level 1/2) at the corner. The plaster portions exhibit similar conditions to the gypsum portions with the addition of scarring from a previous wood base on the north wall, multiple patched cracks and holes at the south wall, and thin cracks (level 1) along the seams at the east wall.

Stair: The treads are faded and soiled; there is paint loss and scuffing at the stringers and molding.

Ceiling: Thin cracks (level 1) along the walls; there are a few patches and dents throughout with some scuffing.

Electrical: Light switch.

Life/Safety: Smoke detector.

3. CONDITIONS ASSESSMENT

Window:

W307: On the interior, the paint is cracking and peeling throughout. On the exterior, the paint is peeling at the sill, sashes, and frame; there is overpainting on the glass; the glazing putty is failing with some loss.

Hardware: Some finish loss at the chains.

Trim: Missing the sill and apron.

The third floor and attic spaces are not used for other than the placement of HVAC equipment. The wall, floor, and ceiling finishes are generally in good condition but have not been painted since prior to 2004 and exhibit some soiling. There were no noted signs of moisture infiltration.

Systems

Structural Systems

The roof, particularly the west section, has a slight sag along the ridgeline. There has been reinforcing of the roof framing at this section previously.

The roof at the east section, which has been modified as the building expanded to the north, appears in overall good condition. The structural engineer noted that some connections between the top plate and rafters may need some improvement.

The third floor and attic framing were maintained as part of the 2004 project since these spaces only contain the HVAC equipment and no other use is permitted, including storage.

The second-floor framing appears to have been upgraded/the floor joists sistered as part of the renovations in 2004. There is no indication there are currently problems with the work conducted as part of that project.

When the HVAC system was installed in 2004, the contractors dug out the crawlspace in part in order to have the ductwork fit. Unfortunately, since the soil is sandy it lacks structure; it has a light and loose structure and, therefore, when cut into does not hold its form. Since 2004, the sandy soil, especially around the southwest parlor fireplace foundation, has shifted away and from under the foundation causing the fireplace above to put pressure on the hearth beam and significantly shift. Similar conditions are developing around the northwest parlor fireplace and at several of the piers located at the center of the north crawlspace.

Mechanical, Electrical, and Plumbing Systems

The plumbing, including the existing restrooms, appears serviceable and is in good condition.

The electrical system appears to have been upgraded in 2004 as part of the rehabilitation of the Manor. However, it was noted that several of the recessed lights, which have fluorescent bulbs, do not work and their bulbs have been removed.

3. CONDITIONS ASSESSMENT

The HVAC system, which is impacting the structure, does not appear to be operating properly as most staff have portable heaters at their desks. It was noted that the placement of the ductwork, the too close placement of returns, and other issues are the key factors in the current inefficiencies of the HVAC system.

3.1.3.1 Existing Condition Interior Photographs

3. CONDITIONS ASSESSMENT



Photo I-1. View looking east in the eastern-most section of the basement at the rear bulkhead stairs.



Photo I-2. View from basement into the north crawlspace.

3. CONDITIONS ASSESSMENT



Photo I-3. View looking northwest into the north crawlspace. Note the sandy soil and the juxtaposition of the newer ductwork.



Photo I-4. View of the crawlspace looking northeast showing how portions of the crawlspace have been dug out.

3. CONDITIONS ASSESSMENT



Photo I-5. View looking southwest in the basement at the corner fireplace support.



Photo I-6. View looking east at the center hall.

3. CONDITIONS ASSESSMENT



Photo I-7. Detail view of the arch surround and door into the rear (east) section of the Manor.

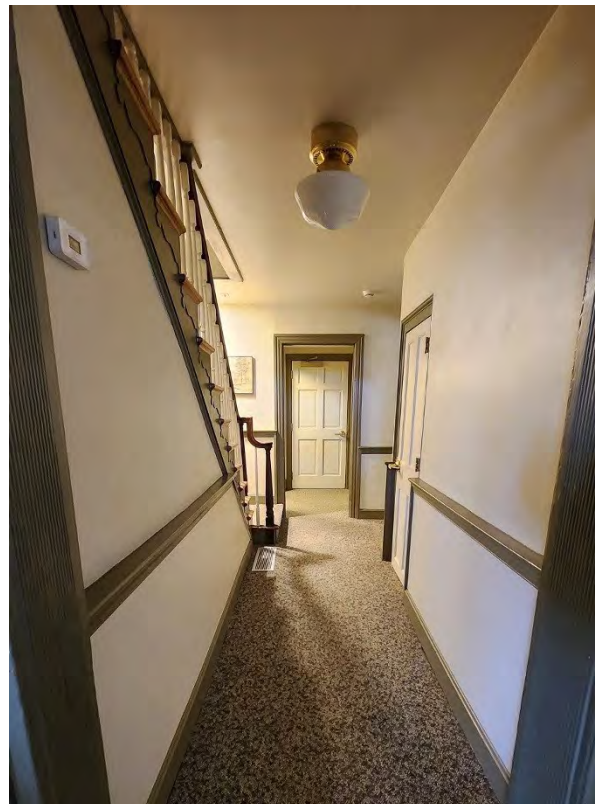


Photo I-8. View looking east at the rear section of the center hall showing the stair to the second floor.

3. CONDITIONS ASSESSMENT



Photo I-9. View of the stair at the east end of the building leading to the second floor.



Photo I-10. Overall view of the northwest parlor looking northeast.

3. CONDITIONS ASSESSMENT



Photo I-11. Overall view of the northwest parlor looking northwest.



Photo I-12. View looking east at the southwest parlor. Note the cracking around the fireplace; there are other cracks along this entire wall and at the northeast corner of the space.

3. CONDITIONS ASSESSMENT



Photo I-13. View looking northwest at the southwest parlor.



Photo I-14. Detailing of the corner blocks at the window and door surrounds in the western-most spaces.

3. CONDITIONS ASSESSMENT



Photo I-15. Relief detail of the apron at the windows in the western-most spaces.



Photo I-16. View looking west at a first-floor office space and the corner fireplace, which would have been part of the first build of the Manor. The cracking adjacent to the corner fireplace is related to the issues with the fireplace in the southwest parlor.

3. CONDITIONS ASSESSMENT



Photo I-17. View of the current staff kitchen showing a late-19th century fireplace in good condition.



Photo I-18. View looking west within the south enclosed porch.

3. CONDITIONS ASSESSMENT



Photo I-19. View looking east at the center hall on the second floor.



Photo I-20. View looking north within what have been a northwest bedroom, now staff offices. The detailing of the trim is simpler at this level compared to the first floor spaces.

3. CONDITIONS ASSESSMENT



Photo I-21. View looking south within what would have been a southwest bedroom on the second floor.



Photo I-22. View looking east within the former southwest bedroom. Note the cracking in the plaster around the fireplace.

3. CONDITIONS ASSESSMENT



Photo I-23. View of the corner fireplace at the second floor, which relates the first floor space below.



Photo I-24. View looking east within the Executive Director's office at the bay window projection.

3. CONDITIONS ASSESSMENT



Photo I-25. Former office space on the third floor within the west building section, this space occupies the southwest corner and the image is looking east.



Photo I-26. Stair to the west building section's attic level.

3. CONDITIONS ASSESSMENT



Photo I-27. View looking west at the west building section's attic level.



Photo I-28. View looking southwest within the southeast attic space.

3. CONDITIONS ASSESSMENT



Photo I-29. Removal of flooring in southwest parlor to investigate the condition of the fireplace supports.



Photo I-30. View the cracked fireplace header, which supports three levels of brick masonry.

3. CONDITIONS ASSESSMENT



Multiple layers of flooring

Photo I-31. Detail view of floor removed showing portion of foundation wall, which has been undermined by the digging out of the crawlspace of the HVAC ducts. Note the various layers of flooring under the existing carpet.



Photo I-32. View of the duct that sits close to the foundation mostly covered in sand. This sand came from underneath the fireplace supports.

3. CONDITIONS ASSESSMENT



Photo I-33. Detail of the crack around the fireplace in the southwest parlor. Note also the detailing of the fireplace, which matches the treatment of the window and door surrounds.



Photo I-34. Detail view of window sashes showing open joints, crazing paint on the sashes, and paint loss on the sills.

3. CONDITIONS ASSESSMENT



Photo I-35. Crack in the mantelpiece of the fireplace in the northwest parlor. There are conditions at this fireplace that indicate the supports here may also be undermined but not to the extent of the fireplace in the southwest parlor.



Photo I-36. Crack in the plaster at the second floor about center of the space but toward the south side. It is suspected this crack is caused by the foundation problems with the fireplace in the southwest parlor, which translate to the upper stories.

3. CONDITIONS ASSESSMENT



Photo I-37. View of a typical interior storm. Many of the storms were removed at the time of the condition assessment despite the cold weather. These storms are compression type with a plastic film stretched between the vinyl frame. Aluminum storms with operable glass sashes including screens may be a better option.



Photo I-38. View of a second floor window showing loss of paint at the exterior sills and the interior of the window sashes.

3. CONDITIONS ASSESSMENT

3.2 Identification of Significant Features

Site

- Juxtaposition of the original building to the east and the later Federal addition to the west with the front of the later addition facing Springfield Road.
- Level site of sandy soil retaining other older buildings on site related to the history including the Carriage House, the Barn, and the Outhouse.

Exterior

- Building evolution as seen in the treatment of the rooflines, the juxtaposition of the various chimneys, and the changes in material at the foundations.
- The Federal style features including but not limited to the two-story Ionic pilasters, the front porch with simpler Doric columns, the front entrance door surround with half-round fanlight transom supported by fluted pilasters, and the fanlight at the gable end on the front elevation.
- The use of tan brick at the piers for the front porch and the chimneys, reflective of the local brick.
- The multi-pane wood-hung sashes with taller windows at the first floor and shorter windows at the upper levels.
- Use of paneled shutters at the first-floor level and louvered shutters at the upper-level windows.

Interior

- General retention of the plan including the center hall flanked by two front parlors reflective of the Federal period with a wide welcoming center hall.
- Retention of the window and door surrounds at the majority of the interior spaces including the changes in the detailing of the trim showing the building's evolution.
- Retention of the corner fireplace from the earliest build.
- Retention of fireplace surrounds at the two front parlors reflecting the Federal style architecture.

4. TREATMENT ANALYSIS

4.1 Preservation Philosophy

Fenwick Manor underwent a significant construction project in 2004 that would be considered Rehabilitation under the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (Revised 1995). Based on the Project Team's understanding of the building, its historical evolution, and its accommodation of its existing use, any new work would continue to fall within the approach of rehabilitation. Rehabilitation, as applied previously, permitted retaining as many of the existing features and finishes as possible, while upgrades, such as barrier-free access and for code and life-safety, were also accommodated if they were sensitive to the historic fabric. The following defines rehabilitation and essentially recommends a continuation of this approach for any repairs and upgrades to Fenwick Manor.

Rehabilitation is defined as:

the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. (*Standards*)

As previously noted throughout the report, various interior and exterior changes were made to the house in the early twenty-first century so Fenwick Manor could continue to serve as offices and the headquarters of the Pinelands Commission. The recommendations in this report do not call for any major changes to building use, layout, or system changes other than focusing on structural upgrades. For the structural upgrades, the design intent shall be to conceal any enhancements and ensure the historic finishes and features are either not impacted or returned to their existing appearance at the completion of the structural upgrades. Other major changes usually undertaken, such as barrier-free restrooms, life-safety upgrades, barrier-free access have already been accommodated and simply need to be maintained.

4. TREATMENT ANALYSIS

4.2 Use Analysis and Architectural Planning

In 2004, Fenwick Manor was rehabilitated with the intention of removing offices from the third-floor levels because the building lacked two means of egress. These changes as well as the construction of a new building on site helped to lower the staffing levels in the building to one to three people per room depending on their size. . There is also a conference room on the first floor in the northwest parlor. Based on discussions with the Commission, this arrangement continues to serve their needs. The spaces appear comfortable and well utilized.

There are three noted conditions that could be addressed to improve the interior environment for staff and visitors. Almost every room has a portable heater because the HVAC system does not appear to distribute heat as efficiently as would be desired. This is due to the lack of circulation between the supply and return registers throughout the building. A second contributing factor is the interior storm windows, a loose term, are inefficient as cover is a polyvinyl instead of glass, and many of them were out the windows at the time of the assessment including on some of the coldest days of the year. Installing new glass interior storms with operable sash and screens. This is recommended to be the first step in trying to improve the interior environment and lessen the need for portable heaters as the windows could be a major source of heat loss, making the HVAC system work even more inefficiently. The third condition is the existing recessed lighting is composed of older can fluorescent bulbs with pinned connections. Many of the lights had their bulbs removed and others were not in working condition at the time of the assessment. Gradually switching to LED fixtures could improve the lighting quality and also provide more energy-efficient lighting. Such a switch would require the partial removal of the gypsum board ceiling finishes to remove the housing of the fluorescent fixtures and installing new LED recessed lighting housing.

4. TREATMENT ANALYSIS

4.3 Code Analysis

The following code analysis is based upon Fenwick Manor serving as a community facility for use by the Pinelands Commission. Under this use, the International Building Code coupled with the N.J.A.C. Subchapter 6 Rehabilitation Subcode defines this use as B – Business. Based on the size and configuration of the building, the occupancy would be limited to 49 persons. Although the issues discussed are key points in any code analysis for planning purposes, they must be further developed at the time contract documents are prepared for any specific modification and for permit filing. These topics are intended to provide a framework in which decisions can be made regarding the appropriateness of any proposed changes under this existing use or upgrades proposed to this specific building.

Based on the following analysis, there are no major changes recommended for compliance with current code; this building was fully rehabilitated to comply with current codes in the early 2000s and code requirements have not changed significantly since that time.

(###) For purposes of this code discussion, the three numbers denote a 2021 International Building Code – New Jersey Edition (IBC) article.

Use Group B - Business

Use Group TYPE	CATEGORY	LISTING
Community Facility (Meeting Rooms)	Business Use	B (304)

Construction Type (602)

Type V A - All allowable building materials

Limitations (503)

USE	CLASSIFICATION	HEIGHT	AREA
B	A	3 story	18,000 SF

Fenwick Manor Attributes

Height	3 stories, 38 feet
Footprint	53' – 6" x 66' – 2" (including porches)
Floor Area	Basement* 1,110 SF (excluding crawlspace)
	First Floor 2,222 SF
	Second Floor 2,213 SF
	Third Floor 1,691 SF

TOTAL 7,236 SF

* Basement is not a story above grade as per IBC (502)

Fire Suppression Systems

In Use Group B fire suppression is not required. Storage rooms over 100 square feet require a one (1) hour separation.

Miscellaneous IBC Requirements for B Business

Maximum floor area per occupant 100 SF gross

4. TREATMENT ANALYSIS

50 PSF structural performance required on all floors with 100 PSF required at first floor lobbies and corridors and 80 PSF at second floor corridors.

Ceilings must be a minimum height of 7 feet – 6 inches.

Two means of egress required from each floor level with occupant loads greater than 50 and a travel distance to exit greater than 75 feet (not applicable, occupancy is less than 50).

Life Safety

The use group and the requirements for exits determine life-safety aspects.

For use group B:

- A limit on occupancy, not to exceed 49, is set by the construction official based on egress capacity and travel distance using the following parameters:
 - (1) For buildings with a single means of egress, occupancy shall be limited to the first and second floors and the travel distance shall not exceed 75 feet.
 - (2) Two means of egress shall be required from all floors above the second floor where occupancy is permitted. (Occupancy above the second floor is not permitted – no change recommended.)

Miscellaneous Rehabilitation Subcode Provisions for Historic Buildings

- Supplemental requirements for Use Group B exempts buildings from manual alarm systems when they have occupied floors that are two or more stories below the highest level of exit discharge.
- There are no provisions requiring automatic alarm systems in Business Uses.
- Existing door openings, corridors, and stair widths may remain.
- Existing ceiling height shall be permitted.
- Existing riser and tread height may remain.
- All spaces intended for occupancy shall be provided with either natural or mechanical ventilation, using “operable” doors, windows, louvers, or other openings to the outdoors.
- Illuminated exit signs and lighting shall be provided for all required means of egress in all buildings, rooms, or spaces required to have more than one exit or exit access. This provision is provided.
- Under the definition of the Rehabilitation Subcode, the scope of work constitutes a Renovation.
- Building owners may wish to use an alternative to compliance in writing. It shall include: a statement of the requirements of this Subcode from which a variation is sought, a statement of the manner by which strict compliance with the provisions of this Subcode would result in practical difficulties or would detract from the historic character of the building, and a statement of feasible alternatives to the requirements of this Subcode that would adequately protect the health, safety, and welfare of the intended occupants and of the public generally.
- All buildings must comply with the Barrier-Free Subcode except when compliance is technically infeasible. Unless the historic character of the building would be threatened or destroyed, there shall be, at a minimum, at least one accessible route from an accessible parking space to an accessible entrance, at least one accessible entrance, and an accessible route from the accessible entrance to all publicly used spaces on the level of the accessible entrance. This building currently complies.

4. TREATMENT ANALYSIS

4.4 Vulnerability & Hazard Assessment

Identification of Vulnerabilities

- The existing chimneys are structurally unsound.
- There are limited structural concerns for the roof framing that are needed to better resist wind loads and snow loads in the long term.
- Some water infiltration occurs in the basement during heavy rainstorms.

Mitigation Recommendations - Immediate

- Rebuild/repair chimneys.
- Structurally enhance roof framing.
- Improve site drainage and grading at the building perimeter.

Mitigation Recommendations – Long-Term

- None identified.

The recommendations noted above are also referenced in *Section 5.1 – Material Recommendations* and *Section 5.2 - Estimates of Probable Cost*.

5. CONCLUSIONS AND RECOMMENDATIONS

5.1 Material Recommendations

The material recommendations are primarily broken into building components. Next to each recommendation is a Roman numeral, I, II or III, or Maintenance. Each numeral indicates the priority for the work either based on need and/or a logical sequence of work. A Maintenance item indicates this work should be completed as part of regular building maintenance and is not necessarily part of any phase of proposed work. Overall, the priority items identified in the following include:

- The building exterior requires significant surface preparation to remove older and failing paint prior to applying primer and new finish coats of paint.
- Associated with any exterior finish upgrades will require repair of underlying wooden features, which exhibit rot and loss, through traditional conservation techniques, such as epoxy consolidation, Dutchman repair, and in-kind replacement.
- Such wood repair and painting are also required at the three porches as well as the repair and replacement of the flat-seam metal roofs where open joints are present.
- The windows and doors, which also exhibit wood rot, paint loss, and glazing putty loss, will require repair using traditional conservation techniques, application of new glazing putty, and painting.
- The southwest parlor fireplace will require rebuilding from the foundation to above the roofline.
- The northwest parlor will require the installation of structural upgrades to prevent further undermining of the soil around the base of the fireplace.
- Several piers in the basement will require structural upgrades to prevent further undermining of the soiling at their footings.

Non-Construction

All services shall be performed by experienced and qualified professionals with knowledge of historic buildings and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

- The Historical Overview provided as part of this report is not definitive. A constant eye to augmenting the historical record of Fenwick Manor is recommended, and the inclusion of interesting and thought-provoking elements should be added to the record when discovered and interpreted to the visiting public.
- If any future work requires excavations, this should be coupled with archaeological investigations to mitigate ground disturbance and help augment the historical record.
- Implement the cyclical maintenance plan (see Appendix B): The maintenance plan helps guide the methodologies and cycle to maintaining and prolonging the life of the materials present in the building envelope and interior finishes and fabric. This plan provides a list of weekly, monthly, and yearly tasks, which address the maintenance of the building and its individual components. Minimally, debris should be removed from gutters and vegetation should be trimmed from close proximity to the building twice a year.
- Engage a historic preservation architect to prepare design and contract documents including a project manual and technical specifications for each phase of work proposed.
- Engage a historic preservation architect to undertake administration services of the construction contract for each phase of work proposed, where required.

5. CONCLUSIONS AND RECOMMENDATIONS

Site

- Repair the walks and the side stairs including cleaning the brick of all biological growth. Allow for ten percent replacement of brick in-kind. (I)
- Investigate the condition of the abandoned underground drainage system on the north side of the building and determine its layout and condition. (I)
- Consider the installation/upgrading to create a new underground drainage system so all roof drainage goes underground and does not drain at grade. (I)
- Consider engaging a landscape architect to improve the foundation plantings and implement design. (IV – not in estimate)

5.1.1 Exterior Recommendations

Roof and Roof Drainage

- Plan for the replacement of the flat-seam metal roofs at the front and south side porch. The bitumen repairs installed are not ideal. **Install new flat-seam lead-coated copper roofing** with the proper pan sizes including expansion joints so the soldered seams do not open. (II-III)
- Plan for the **replacement of the asphalt shingle roof in-kind**. At this time, also upgrade the roof drainage system and all other roof flashings to lead-coated copper. (II-III)
- **Install a new half-round gutter system** in lead-coated copper with the proper hangers that support the gutters from above and below. (II-III)

Chimneys

- **Replace the existing flashings at all of the chimneys.** (I)
- (Refer to structural repairs for the recommendations on the southwest chimney.)
- **Repoint the deteriorated mortar joints at the chimneys.** Conduct a mortar analysis to determine the appropriate replication mix especially since there are a number of different mortars present. (I)
- **Clean the chimneys of all soiling** using the gentlest means possible. (II)

Building Elevations

1. **Repoint deteriorated mortar at the stone and brick foundations with a replication mortar.** The replication mortar will have to be determined based on testing of the existing historic or older mortar. There is a mix of mortar conditions, such as wholesale loss and inappropriate hard mortar, which should be removed. The work will include removing the hard inappropriate mortar from sections of the stone. (I)
2. Continually remove old ivy growth and clean biological growth at the foundations using environmentally safe products, such as D2. (Maintenance)
3. **Dutchman repair/replace in-kind deteriorated sections of skirt board, pilasters, corner boards and other trim.** These deteriorated conditions occur on each elevation and to different degrees. Establish criteria for replacement versus repair and apply it in the development of the contract documents. (I)
4. **Repair/replace the wood siding** using a combination of in-kind replacement, dutchman repair, split siding repair and epoxy consolidation (in a limited application). The wood siding and trim exhibits wholesale paint loss making assessment of the conditions of the siding difficult. It is anticipated more repairs than are currently obvious will be present once surface preparation is

5. CONCLUSIONS AND RECOMMENDATIONS

- complete, and therefore sufficient allowances should be provided for in the contract documents. (I)
5. **Restore and repair the west (historic front) entrance porch** including but not limited to replacement of stairs and repair of the columns, wood decking, porch ceiling, and related trim. Also, install a vapor barrier and gravel under the porch to lower moisture levels, which may be a contributing factor to the paint loss at the deck. As noted previously, install a new lead-coated copper flat-seam roof with built-in gutter. Thoroughly surface prepare and paint all painted elements of the porch. Apply a porch stain to the deck. (I)
 6. **Restore the east (main) entrance porch** with dutchman repairs and epoxy consolidation where the frames, panels and mullions exhibit deterioration. Thoroughly remove all paint at the wood deck and apply a porch stain that will better stand the foot traffic. Thoroughly surface prepare and paint all painted elements of the porch. (I)
 7. **Restore the south enclosed porch including the windows and door** with dutchman repairs and epoxy consolidation of deteriorated sections including skirt board and other trim. Install new glazing putty at all of the windows and doors. Replace deteriorated and heavily wood grained decking. As noted previously, install a new lead-coated copper flat-seam roof with built-in gutter. Thoroughly surface prepare and paint all painted elements of the porch. (I)
 8. **Remove all sealant** at building junctures and between the masonry and window and door frames at the masonry openings and **install new joint sealants**. (I)
 9. **Repair the existing exterior doors**, which are generally in overall good condition and require minor epoxy consolidation and split panel repairs. Doors should be removed, receive proper surface preparation, joint tightening, prime, and finish paint. (I)
 10. **Surface prepare, prime, and finish paint metal bulkhead enclosure**. (I)
 11. **Restore the existing wood windows and frames** using traditional wood conservation techniques. This work includes glass replacement, removal of glazing putty and installation of new glazing putty, dutchman repairs, epoxy consolidation, and tightening of joints at the frames and sashes, and surface preparation and finish painting of sashes, typically. There are a number of sashes and frames that will require significant repairs and in-kind replacement of rails, muntins, wood sills, and related work prior to the application of new finishes. **All windows should be made operable, and hardware repaired / replaced to operable condition**. (I and I - Bid Alternate)
 12. **Install new interior storm windows**. They should be made of glass, have operable sashes, and incorporate screens. (I)
 13. **Restore the existing wood shutters** with minor epoxy consolidation for shutters in good condition and full replacement for shutters in poor condition. Repair and reuse existing hardware, and surface prepare, prime and finish paint the wrought iron hardware. Consider installing painted lead-coated copper caps at the tops of the shutters to prevent moisture migration through the wood. (I)
 14. **Surface prepare, prime, and two-coat finish paint wood siding, trim, doors, sashes, shutters, and other related painted elements of the exterior**. As noted, the paint is failing and there are currently several layers of paint on the siding and trim, etc. that may be lost as a result of surface preparation. Typically, the recommendation is to retain the historic paint layers; however, based on the conditions the high number of layers appears to be a contributing to the current conditions. Conduct a paint analysis for record purposes prior to surface preparation. (I)

5. CONCLUSIONS AND RECOMMENDATIONS

5.1.2 Interior Recommendations

General

- Much of the interior is in overall good condition with specific areas of deterioration related primarily to the two fireplaces at the west building section. The repairs recommended for these fireplaces and several piers in the basement will cause significant disruption so it would be the best opportunity to not only undertake the structural repairs and repair the finishes related to the structural work, but to also undertake any other repairs and thoroughly paint the interior, address deficiencies in the HVAC and lighting systems.

Structure

- Due to the nature of the deterioration at the **southwest parlor fireplace, it will have to be removed. A new foundation will be installed and rebuilt from the basement to above the roofline.** *In addition to this work, the hearth beam will have to be replaced and there may be some structural framing repairs at the second-floor and third-floor framing around the fireplace.* (I)
- **The northwest parlor fireplace can remain in place, but a wall will have to be built within the crawlspace** and around it to prevent additional undermining of the foundation, which is currently occurring. *Anticipate repair of the hearth beam at the fireplace at the first-floor framing.* (I)
- **Install new footings at the existing piers** running west to east in the north crawlspace. (I)

Basement

- See structural upgrades above.

First Floor

- Northwest parlor – At the completion of all structural repairs (I):
 - Repair and replace the underlying wood flooring as part of structural repairs and install new carpeting.
 - Repair all plaster finishes in-kind using traditional crack repair methodologies.
 - Repair the splits in the fireplace surround, surface prepare, prime, and two-coat finish paint.
 - Repair the split in the marble hearth.
 - Reinstall the marble surround.
 - Retain the iron fire back; reattach with concealed anchors as needed.
- Southwest parlor – As part of the structural repairs (I):
 - Carefully remove the wood fireplace mantel, the brick in the fireplace box, the brick that composes the surround, and the brick of the hearth using only hand tools and salvaged for reinstallation.
 - Carefully remove the flooring, ceiling finishes, and wall finishes in order to provide a working area/access to rebuild the fireplace. All cutting shall be conducted with care with true and clean lines.

At the completion of all structural repairs (I):

- Reinstall all decorative elements of the fireplace including but not limited to plaster, mantel, brick hearth, firebox, and surround.
- Repair all plaster finishes in-kind using traditional crack repair methodologies.

5. CONCLUSIONS AND RECOMMENDATIONS

- Repair and replace the underlying wood flooring as part of structural repairs and install new carpeting.
- Adjust the doors and door openings to true and plumb to the extent practical.
- Reinstall the ceiling finishes, which appear to be gypsum board.
- Repair plaster wall and gypsum board ceilings in adjacent rooms upon completion of the structural repairs and rebuilding of the fireplace. Prime and two-coat finish all plaster and gypsum board wall and ceiling repairs. (I)
- Consider touch-up scraping and paint removal where deteriorated at interior windows, doors, trim and related material fabric, touch-up prime and two-coat finish paint all interior trim, window and door surrounds, and related elements at the first floor. (II or III)
- Consider touch-up sanding, spot priming, and two-coat finish paint at first floor walls and ceilings. (II or II)

Second Floor

- Planning Office – As part of the structural repairs (I):
 - Carefully remove the wood fireplace mantel. . The balance of the fireplace is covered but it is anticipated it will have a similar brick fireplace box, brick surround, brick hearth, all of which shall be removed using only hand tools and salvaged for reinstallation.
 - Carefully remove the flooring, ceiling finishes, and wall finishes in order to provide a working area/access to rebuild the fireplace. All cutting shall be conducted with care with true and clean lines.

At the completion of all structural repairs (I):

- Reinstall all decorative elements of the fireplace including but not limited to plaster, mantel, brick hearth, firebox and surround.
- Repair all plaster finishes in-kind using traditional crack repair methodologies.
- Remove, store, and reinstall the carpet.
- Adjust the doors and door openings to true and plumb to the extent practical.
- Reinstall the ceiling finishes, which appear to be gypsum board.
- Repair plaster wall and gypsum board ceilings in adjacent rooms including the halls and stairs upon completion of the structural repairs and rebuilding of the fireplace. Prime and two-coat finish all plaster and gypsum board wall and ceiling repairs. (I)
- Consider touch-up scraping and paint removal where deteriorated at interior windows, doors, trim and related material fabric, touch-up prime and two-coat finish paint all interior trim, window and door surrounds, and related elements at the first floor. (II or III)
- Consider touch-up sanding, spot priming, and two-coat finish paint at first floor walls and ceilings. (II or III)

Third Floor and Attic

- Since there are no uses or public access above the second floor, little to no work is required other than to **install additional fasteners at the rafters and plate connections**. (I-II)
- Consider a thorough cleaning, patching any holes in finishes, and priming and two-coat finish painting all painted surfaces. (Maintenance)

5. CONCLUSIONS AND RECOMMENDATIONS

HVAC Systems

- At a minimum, **rework the ductwork associated with the first floor HVAC system to improve efficiency and to avoid conflicts with the new structural components.** (I)
- In the long term, it is advisable to have the entire system evaluated in more detail, including conducting a testing and balancing report to determine the appropriate means of improving the system either through major adjustments or full replacement in a systematic manner. (II or III)

Electrical and Lighting

- Consider changing the recessed lighting in the office space to newer, more energy efficient lighting either of the same type or a different type that focuses more on task lighting. This can be accomplished on a room-by-room or floor-by-floor basis as timing and funding permits. (II or III)

5. CONCLUSIONS AND RECOMMENDATIONS

5.2 Estimate of Probable Costs and Phasing Recommendations

The following conceptual estimates of probable cost are based upon the assessment of the existing conditions of Fenwick Manor. These estimates are for planning purposes, and projections that are more accurate can be based only upon more detailed design development and upon obtaining actual bids from qualified craftspersons. The dollars shown assume construction in 2025. This format follows the generally accepted Construction Specifications Institute outline.

It should be noted that construction costs change on a regular basis due to a number of reasons and are influenced by a number of factors. As such, a contingency of fifteen percent has been added to the projected costs to account for these fluctuations, which tend to fluctuate up rather than down.

As previously noted, all costs assume 2025 dollars; however, for each year a project is undertaken **after** 2025, add an additional four to six percent should be added to each cost to account for increases in labor and material costs.

EXTERIOR RESTORATION

CONSTRUCTION

DIVISION 1 – General Requirements	
General Conditions	\$ 95,260
Temporary Facilities	\$ 79,380
Building Access	\$ 12,500
<i>Division 1 Subtotal</i>	<i>\$ 187,140</i>
 DIVISION 2 – Site Work	
Selective Demolition	\$ 12,240
Dust Suppression	\$ 5,280
Plantings Upgrade Allowance	\$ 12,240
Regrading	\$ 3,000
Underground Drainage Investigation (allow for rebuilding)	\$ 18,240
Walks and Paths (immediate to mansion)	\$ 10,200
Vapor Barrier / Gravel under Porch	\$ 6,450
<i>Division 2 Subtotal</i>	<i>\$ 67,650</i>
 DIVISION 3 – Concrete	
Minor Repairs to Concrete Walks / Landings	\$ 4,200
<i>Division 3 Subtotal</i>	<i>\$ 4,200</i>

5. CONCLUSIONS AND RECOMMENDATIONS

DIVISION 4 – Masonry	
Repoint Stone Foundations	\$ 8,670
Repair Stone at Foundations	\$ 3,060
Repair / Repoint Brick at Foundations	\$ 4,200
Repair / Repoint Chimneys	\$ 28,080
Clean Masonry (including chimneys)	\$ 6,000
<i>Division 4 Subtotal</i>	<i>\$ 50,010</i>
DIVISION 5 – Metals	
Metals Fasteners/Misc. Metals	\$ 3,840
<i>Division 5 Subtotal</i>	<i>\$ 3,840</i>
DIVISION 6 – Carpentry	
Roofing Framing Allowance	\$ 7,440
Siding Repairs / Replacement	\$ 13,440
Trim Repairs / Replacement	\$ 20,760
Decking / Treads & Risers at Front Porch	\$ 5,040
Decking at South Side Porch	\$ 4,620
Decking at Rear Entrance Porch	\$ 5,820
Columns at Front Porch	\$ 6,480
<i>Division 6 Subtotal</i>	<i>\$ 63,600</i>
DIVISION 7 – Moisture Protection	
Sheathing Replacement at Roof (allowance at porches)	\$ 6,400
Asphalt Shingle Roof	\$ 64,980
Flashings	\$ 22,200
Built-in Gutter (at porches)	\$ 22,200
Hung Gutters	\$ 20,400
Leaders	\$ 14,820
Joint Sealants (misc.)	\$ 5,760
<i>Division 7 Subtotal</i>	<i>\$ 156,760</i>

5. CONCLUSIONS AND RECOMMENDATIONS

DIVISION 8 – Doors & Windows	
Window Restoration – Small (attic)	\$ 1,980
Window Restoration – Small / Medium (third floor / dormers)	\$ 33,540
Window Restoration – Medium / Large (second floor)	\$ 81,000
Window Restoration – Large (first floor)	\$ 37,620
Window Restoration – Extra Large	\$ 3,740
New Interior Storm Windows	\$ 44,460
Repair Exterior Doors	\$ 9,450
Hardware Allowance (all doors)	\$ 4,830
Flashings at Windows and Shutters	\$ 14,040
Shutters (new / pair)	\$ 5,520
Shutters (repairs / pair)	\$ 31,200
<i>Division 8 Subtotal</i>	<i>\$ 267,380</i>
DIVISION 9 – Finishes	
Exterior Surface Preparation – Siding and Trim	\$ 114,520
Exterior Prime and Paint – Siding and Trim	\$ 28,160
Surface Prep and Paint Windows, Doors, and Shutters	\$ 28,080
<i>Division 9 Subtotal</i>	<i>\$ 170,760</i>
DIVISIONS 10 thru 15 – No Requirements	
DIVISION 16 – Electrical	
Improve Exterior Lighting (allowance)	\$ 9,600
<i>Division 16 Subtotal</i>	<i>\$ 9,600</i>
SUBTOTAL EXTERIOR CONSTRUCTION (includes 20% Contingency)	\$ 980,940

5. CONCLUSIONS AND RECOMMENDATIONS

STRUCTURAL UPGRADES AND INTERIOR REPAIRS

CONSTRUCTION

DIVISION 1 – General Requirements

General Conditions	\$ 71,010
Temporary Facilities	\$ 59,180
Shoring	\$ 16,200
Disposal / Dumpsters (structural work)	\$ 8,100
Disposal / Dumpsters (interior work)	\$ 2,700
<i>Division 1 Subtotal</i>	<i>\$ 157,190</i>

DIVISION 2 – Site Work

Selective Demolition and Salvaging (structural work)	\$ 29,340
Selective Demolition and Salvaging (interior work)	\$ 4,620
Dust Suppression (structural work)	\$ 7,440
Dust Suppression (interior work)	\$ 3,840
<i>Division 2 Subtotal</i>	<i>\$ 45,240</i>

DIVISION 3 – Concrete

Footing and Wall for North Chimney	\$ 15,000
Concrete Footing for South Chimney	\$ 8,640
Concrete Footing for Piers (8 at 50 cf each)	\$ 24,000
<i>Division 3 Subtotal</i>	<i>\$ 47,640</i>

DIVISION 4 – Masonry

Repairs at North Chimney (including brick and marble)	\$ 8,100
Rebuilding South Chimney (Roof to Foundation)	
Mason 1 (primary)	\$ 17,400
Mason 2 (primary)	\$ 12,180
Mason 3 (assistant)	\$ 13,320
Mason 4 (assistant)	\$ 9,320
Masonry Materials	\$ 14,990
Spot Repoint Basement Walls (stone)	\$ 6,630
<i>Division 4 Subtotal</i>	<i>\$ 81,940</i>

DIVISION 5 – Metals

Fasteners / Misc. Metals (structural work)	\$ 4,620
Misc. Metals (interior work)	\$ 1,320
<i>Division 5 Subtotal</i>	<i>\$ 5,940</i>

5. CONCLUSIONS AND RECOMMENDATIONS

DIVISION 6 – Carpentry	
Framing at Chimneys	\$ 13,440
Blockings	\$ 2,220
Fireplace Surround – Repair and Reinstall	\$ 8,760
Fireplace Surround – Repair	\$ 2,220
Minor Repair to Trim (interior work)	\$ 12,480
<i>Division 6 Subtotal</i>	<i>\$ 39,120</i>
DIVISION 7 – Moisture Protection	
Flashings at Rebuilt Chimney	\$ 4,270
Roofing at Rebuilt Chimney	\$ 3,840
Sheathing Around Chimney	\$ 2,220
Caulks and Sealants (interior work)	\$ 4,200
<i>Division 7 Subtotal</i>	<i>\$ 14,530</i>
DIVISION 8 – Doors & Windows	
Adjust Doors at Work Area (structural work)	\$ 2,340
Interior Window Trim and Door Surrounds	\$ 12,000
Repairs to Doors	\$ 14,580
Repairs to Door Hardware	\$ 5,670
<i>Division 8 Subtotal</i>	<i>\$ 34,590</i>
DIVISION 9 – Finishes	
Repair Plaster Impacted by Structural Upgrades	\$ 21,500
Repair Plaster Walls (interior work)	\$ 11,220
Interior Painting (structural work)	\$ 15,600
Interior Painting (interior work)	\$ 42,900
Patching Gypsum Board Ceilings	\$ 5,280
Misc. Repairs at Ceilings (interior work)	\$ 5,400
Wood Baseboards (remove and reinstall)	\$ 4,140
Patch Wood Flooring	\$ 9,180
New Carpeting (first and second floors)	\$ 12,150
<i>Division 9 Subtotal</i>	<i>\$ 127,370</i>
DIVISIONS 10 thru 14 – No Requirements	
DIVISION 15 – Mechanical	
Adjust Ductwork (structural work)	\$ 18,240
Overhaul of the HVAC System	\$ 30,000
<i>Division 15 Subtotal</i>	<i>\$ 48,240</i>

5. CONCLUSIONS AND RECOMMENDATIONS

DIVISION 16 – Electrical	
Electrical (as part of cutting and patching for structural work)	\$ 10,440
Improve Lighting (in areas of structural repairs)	\$ 21,840
Upgrade Lighting / Room (allowance)	\$ 42,900
<i>Division 16 Subtotal</i>	<i>\$ 75,180</i>
 SUBTOTAL STRUCTURAL AND INTERIOR CONSTRUCTION (includes 20% Contingency)	 \$ 676,980

5. CONCLUSIONS AND RECOMMENDATIONS

TOTAL PHASE I PROJECT – STRUCTURAL UPGRADES AND PARTIAL EXTERIOR RESTORATION

CONSTRUCTION

DIVISION 1 – General Requirements

General Conditions	\$ 105,100
Temporary Facilities	\$ 59,100
Building Access	\$ 12,500
Shoring	\$ 16,200
Disposal/Dumpsters	\$ 8,100
Project Sign	\$ 500
<i>Division 1 Subtotal</i>	<i>\$ 201,500</i>

DIVISION 2 – Site Work

Selective Demolition and Salvaging (general)	\$ 12,250
Selective Demolition and Salvaging (structural work)	\$ 29,400
Dust Suppression (for exterior work)	\$ 5,300
Dust Suppression (for interior work)	\$ 7,500
Regrading	\$ 3,000
Underground Drainage Upgrades	\$ 18,300
Walks and Paths (immediate to mansion)	\$ 10,200
Vapor Barrier/Gravel under Porch	\$ 6,500
<i>Division 2 Subtotal</i>	<i>\$ 92,450</i>

DIVISION 3 – Concrete

Footing and Wall for North Chimney	\$ 15,000
Concrete Footing for South Chimney	\$ 8,700
Concrete Footing for Piers	\$ 24,000
<i>Division 3 Subtotal</i>	<i>\$ 47,700</i>

DIVISION 4 – Masonry

EXTERIOR

Repoint Stone Foundation	\$ 8,700
Repair Stone at Foundations	\$ 3,100
Repair/Repoint Brick Foundations	\$ 4,200
Repair/Repoint Chimneys	\$ 28,100

INTERIOR

Repairs at North Chimney (including brick and marble)	\$ 8,100
Rebuilding South Chimney (Roof to Foundation)	\$ 67,300
<i>Division 4 Subtotal</i>	<i>\$ 119,500</i>

5. CONCLUSIONS AND RECOMMENDATIONS

DIVISION 9 – Finishes

EXTERIOR

Exterior Surface Preparation (Siding and Trim)	\$ 114,500
Exterior Prime and Paint (Siding and Trim)	\$ 28,200
Surface Prep and Paint Windows & Doors	\$ 28,100

INTERIOR

Repair Plaster Impacted by Structural Upgrades	\$ 21,500
Interior Painting	\$ 15,600
Patching Ceilings	\$ 5,300
Wood Bases (remove and reinstall)	\$ 4,200
Patch Wood Flooring	\$ 9,200
New Carpeting (area of repairs)	\$ 12,150

Division 9 Subtotal \$ 238,750

DIVISIONS 10 thru 14 – No Requirements

DIVISION 15 – Mechanical

Adjust Ductwork	\$ 18,300
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Division 15 Subtotal \$ 18,300

DIVISION 16 – Electrical

Electrical (part of cutting and patching for structural work)	\$ 10,500
Improve Lighting (in areas of structural repairs)	\$ 21,800

Division 16 Subtotal \$ 32,300

SUBTOTAL CONSTRUCTION (includes 20% Contingency) **\$ 1,048,350**

5. CONCLUSIONS AND RECOMMENDATIONS

NON-CONSTRUCTION

Design Development	\$ 12,300
Contract Documents	\$ 18,600
Structural Engineering	\$ 15,200
MEP Engineering	\$ 9,500
Pre-Construction	
▪ Project Authorization	\$ 1,200
▪ Pre-Qualification	\$ 1,950
▪ Bidding	\$ 1,950
Contract Administration (6 months per DPMC Requirements)	\$ 27,900
Expenses Allowance	\$ 5,000
Structural Engineer Contract Admin.	\$ 2,800
MEP Engineering Contract Admin.	\$ 1,200
Civil Engineer Contract Admin.	\$ 3,000

SUBTOTAL NON-CONSTRUCTION **\$ 100,600**

TOTAL PHASE I PROJECT BUDGET **\$ 1,148,950**

BID ALTERNATES:

- Clean Exterior Chimneys
- Asphalt Shingle Roofing
- New Gutters and Leaders at Main Roof
- More Detailed Window Restoration (except those in poor condition)

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GLOSSARY

Addition: The construction of a new improvement as part of an existing building when such new improvement changes the exterior architectural appearance of any landmark.

Alteration: Any work done on any improvement that (1) is not an addition to the improvement and (2) constitutes a change by addition or replacement in the exterior architectural appearance of an existing building.

Balusters: Individual vertical forms that make up a balustrade. Found on staircases, balconies, and parapets.

Balustrade: A railing with upper and lower rails and balusters.

Bay: A vertical division of a building marked not by walls but by fenestration (columns, buttresses, vaulting, window groupings, etc.).

Brick Nogging: The use of brick as an infill material between the members of a timber frame; they are typically clad on the exterior and finished on the interior, except within attic spaces.

Chair Rail: A horizontal strip, usually of wood, affixed to a (plaster) wall at a height that prevents the backs of chairs from damaging the wall surface.

Cladding: The outer wall surface that shields the interior and structure of a building from outside elements. It can be made of materials such as wood, brick, stone, stucco, aluminum, vinyl, or other synthetic materials.

Clapboard: A type of siding made of long boards laid horizontally, with each board slightly overlapping the board below. Commonly made of wood, it can also be made of synthetic materials such as vinyl or composite fibers.

Column: A vertical element that supports part of a building or structure.

Condition:

Excellent: Condition of a material exhibiting no significant issues and maintaining the original materials.

Good: Condition of a material in sound condition with little to no wear of its material or finish, or in terms of masonry with intact mortar.

Fair: Condition of a material exhibiting light wear of either its material or its finish, such as paint, or in terms of masonry with limited material loss.

Poor: Condition of a material exhibiting significant wear or loss of material or its finish, such as paint, or, in terms of masonry, exhibiting wholesale loss of its mortar, including displacement of the masonry.

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Cornice: The projecting moldings forming the top band of an entablature, wall, or other element.

Cornice Return: The extension of a cornice in a new direction, especially where the raked cornice of a gable end returns horizontally a short distance.

Corrosion: A condition affecting metal where pitting of the material is noted. It can range in severity.

Crawlspace: Any interior space of limited height but sufficient to permit workmen access to otherwise concealed ductwork, piping, or wiring.

Crazing: Fine, random cracks or fissures in a network on or under a surface of plaster, cement, mortar, concrete, ceramic coating, or paint film.

Crown Molding: The horizontal molding at the top of any feature, especially an interior wall or piece of furniture, angles away from the vertical surface.

Demolition: Partial or total razing or destruction of any landmark or of any improvement within a historic district.

Dentil: One of a series of small rectangular or square blocks of stone or wood that trim the edge of a cornice.

Deterioration: Degradation, loss, or corrosion of material fabric. Deterioration can range from fair to poor/severe.

Dormer: A building element that projects from a sloping roof surface, often inset with a window or vent, to provide light and ventilation to a room or attic space.

Eave: The projecting edge of a roof that overhangs an exterior wall.

Entablature: The assemblage of horizontal moldings and bands supported by and located immediately above columns or similar structural supports.

Escutcheon: A protective plate surrounding the keyhole of a door, a light switch, etc.

Façade: Any of a building's sides that face a public way or space. The primary façade is the front of a building, which is typically additionally distinguished by its architectural treatment.

Fanlight: A semicircular (fan-shaped) window placed atop a door.

Federal (popular c. 1776-1830): Architectural style strongly influenced by the Adam style and a postcolonial successor to the Georgian style; found throughout eastern U.S. c. 1776 to the early-nineteenth century.

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Fenestration: The system (arrangement and proportioning) of openings penetrating an exterior wall system.

Flashing: Sheet metal or other flexible material that is formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Gable Roof: A pitched roof with two inclined planes having equal angles that meet at a peak in the center and terminate at a vertical gable.

Greek Revival (popular c. 1820-1860): Architectural style characterized by a gable roof (either front or side-facing), a wide band of cornice trim, narrow sidelights, a rectangular transom, and a porch supported by columns.

Gypsum Board: A wallboard having a gypsum core and paper backing on both sides.

Hip: The external angle where two adjacent sloping sides of a roof meet. A roof is categorized as a hip roof when all corners of a roof segment are formed in this manner.

In-kind: A term to describe the practice of repairing and/or replacing a historic building material using the same material type, design, dimension, texture, detailing, and exterior appearance.

Integrity: The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Jacking (aka Corrosion Jacking): A term that indicates the deterioration of metal is of such severity that it has displaced adjacent materials.

Jamb: The vertical piece or surface that forms the side of an opening, such as a window, door, or vault.

Joist: A structural member, laid horizontally in a series from wall to wall or beam to beam, to support the weight of a floor, ceiling, or roof.

Keystone: The vertical wedge-like architectural piece set at the crown of an arch or vault, designed to lock the other pieces into position.

Lath: A thin, narrow strip of wood or metal used in making a supporting structure for plaster, shingles, slates, or tiles.

Leader: A vertical pipe, often made of sheet metal, used to conduct water from a roof drain or gutter to the ground or cistern. Also known as a downspout.

Mantel: A construction framing the opening of a fireplace and usually covering part of the chimney breast in a decorative manner.

BIBLIOGRAPHY

Millwork: Wooden details on the exterior or interior of a building that are custom-made and can serve aesthetic or utilitarian purposes.

Muntin: A thin vertical strip of wood or metal used to separate and hold in place the panes of glass within a window sash.

Nosing: The overhanging edge of a tread, usually a half-round.

Parging: In masonry construction, a coat of cement mortar (generally containing damp-proofing ingredients) on the face of rough masonry, the earth side of foundation and basement walls, or the like; a parge coat.

Pediment: The enclosed triangular surface bound above by the members on the end of a pitched roof and below by the members of the entablature. The surface is often filled with bas-relief sculpture or left blank. The straight or curved feature is often used just above doors and windows.

Pilaster: A shallow, often rectangular, decorative element applied to the vertical surface of a wall in order to create the look of a column without providing structural support.

Plaster Washers: Metal disks that are screwed into cracked and loose plaster, set flush with the surrounding plaster, and then covered with a skim coat of plaster to match adjacent conditions. This is a traditional preservation method for plaster repair in wood frame construction.

Pointing: 1) In masonry, the final treatment of joints by the troweling of mortar or a putty-like filler into the joints. 2) The material with which the joints are filled. 3) The removal of mortar from between the joints of masonry units and the replacing of it with new mortar (repointing).

Portico: A porch with a roof supported by columns, often leading to a building's entrance.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rafter: A structural member that rests on the top of a wall or other supporting surface and rises at a slope to the ridge or peak of the roof; a series of rafters supports the roof deck and eaves.

Rail: A horizontal member in the frame of a door, window, panel, etc.

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

BIBLIOGRAPHY

Replication Plaster: Plaster that is formulated to match the original plaster with regard to material content, such as lime, sand, and other materials. There are materials available, both traditional (such as horsehair) and synthetic, that can be incorporated into the mix for a more accurate replica. Plaster analysis would be recommended at the time of construction so the contractor can work directly with a conservator to develop the proper replication mix.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. This is done by removing features from other periods in its history and reconstructing missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Riser: The vertical face of a stair step.

Roof Cladding: The material that the outer surface of a roof is made of. It is important for both the protection and the character of a building. Common materials include asphalt, slate, wood shingles, clay tile, and standing-seam and flat-seam metal.

Rubble Stone Masonry: Stonework constructed with rubble stones of irregular size and shape.

Shed (roof): The roof only has one slope. There are no other variations, such as hips, ridges, or valleys.

Shoe Molding: A molding used next to the floor on an interior baseboard.

Sill: The horizontal structural member at the base of a wall, window, or door opening to which vertical members are attached.

Soffit: The underside of an architectural element, such as an arch, cornice, beam, or staircase.

Spalling: The flaking of brickwork, usually its outward face, due to frost, chemical action, or movement of the building structure.

Stile: The vertical member to which the rails of a door, window, or other frame are joined.

Stop: The molding or trim on the inside face of a door or window frame against which the door or window closes.

Structural Frame Building: Any building where lumber comprises the structural system of the building. Types of frame construction include heavy timber, balloon, and platform construction.

Structural Masonry Building: Any building where brick, concrete, or stone forms the structural system of the building. English and Flemish brick bonds indicate structural masonry systems.

Structure: Any man-made work arranged in a definite pattern of organization.

BIBLIOGRAPHY

Surround: A type of architectural frame surrounding a door window, or niche, typically in the tradition of classical architecture.

Transom Window: A window above a door or other window, which rests upon and may be hinged to the transom.

Tread: The horizontal surface of a step, usually finished with a projecting nosing.

Vestibule: The small chamber set off to the side of an entrance.

Wainscot: A decorative or protective facing applied to the lower portion of an interior partition or wall, such as wood paneling or other facing material.

Window Sash: The part of a window frame that holds the glazing, especially when movable; originally always wood, may also be metal, and in the late-twentieth century, plastics.

APPENDICES

APPENDIX A

ENGINEERING ASSESSMENT

Prepared By:

James B. Huffman, P.E.
Consulting Engineer



27 July 2023

Margaret Hickey, RA
Connolly & Hickey Historical Architects
1 South Avenue
P.O. Box 1726
Cranford, NJ 07016

RE: Fenwick Manor, Pemberton Twp., Burlington Cty., NJ
Preservation Plan
Preliminary Evaluation of Structure & MEP Systems

Dear Ms. Hickey:

This report is based on a visit to the subject site on 12 July 2023, and is part of an overall conditions assessment of the building and site. The specific areas and items that were visually inspected and evaluated are outlined below, along with a summary of observations, assumptions, and recommendations. No probes or tests were conducted.

A. STRUCTURE

1. General

Fenwick Manor appears to have been constructed in at least three phases. The first phase includes the basement and the areas directly above, now the southeastern portion of the building. The second phase includes the north crawl space and the areas directly above. The third phase includes the west crawl space and the more formal western portion of the building above.

A more detailed history of the building sequence is covered in the main report.

All three sections of the building are constructed with wood framing over stone or brick masonry foundations. Both oak and hemlock framing members were noted.

2. Foundation Walls

The walls surrounding the basement area are constructed of stone masonry. The interior piers and the basement floor are brick. Portions of the perimeter foundations on the north, east, and south sides of the building are brick or brick veneer over stone.

The basement walls appear to be in generally good condition. Foundation elements located in the north and west crawl spaces (perimeter foundations, interior piers, and fireplaces) were not accessible for measurement and evaluation.

3. Framing

a. Floors

Only the first floor framing above the basement and limited areas of the three attic floors were readily accessible for visual examination.

The two sets of floor joists above the basement area measure between 2-1/2" and 3" in width and between 8" and 8-1/2" in depth and are spaced at approximately 16" O.C. The calculated live load capacity of the floor, based on an estimated allowable bending stress value of 800PSI, is approximately 54 PSF. This figure is satisfactory for office use, the requirement for which is 50 PSF.

A flush girder, oriented north-south and supported internally by three brick piers, measures approximately 7-1/2" square and supports the interior ends of the two sets of joists. Preliminary calculations for this member indicate that it is very likely overstressed at design loads.

The first floor joists above the north crawl space measure approximately 3" x 6" and are spaced at approximately 16" O.C. A dropped girder, oriented east-west, supports the approximate centers of the joist. Calculations indicate a live load capacity, as limited by the joists, well in excess of 50 PSF. Note that the central girder and piers in this area have yet to be accessed and evaluated, and that these elements could further limit the live load capacity of the floor.

Access to the west crawl space is extremely limited. As a result, it was not possible to measure and assess the framing in this area.

b. Walls

Only very limited sections of wall framing were visually accessible. At the west side of the southeast attic, there is a "double wall" – i.e. wall framing for both the original southeast portion of the building and the west addition are adjacent. At this location and in the attic of the west section, brick nogging is visible in the walls of the west section. There is no noggin in the walls of the southeast section of the building.

c. Attics & Roofs

Only the southern half of the original roof over the southeast portion of the building remains in its original form. The evidence indicates that the northern half of this roof was reframed at a shallower pitch when the north addition was constructed. At the same time an 8x4 (flat) member was added to help support the ridge. This member is itself supported on three 4-1/2" square posts. These posts bear on "shoe" blocks which distribute the point load to two adjacent floor joists (oriented north-south). It appears that the ridge load is then transferred to the north wall of the Planning Office below. The ridge support member was undoubtedly added to help prevent spreading, since it was no longer possible to connect the heels of opposing rafters at the same elevation. (The north attic is at a higher elevation than the southeast attic.) The original southern rafters, measuring 3" x 4" @28" O.C, have more recently been sistered with modern 2x6 lumber. Preliminary calculations indicate that these rafters are substantially overstressed at design loads.

The rafters above the north attic measure 1-1/2" to 1-3/4" x 5-3/4" and are spaced at 16" O.C. The regular layout is interrupted by two long "doghouse" dormers. Preliminary calculations indicate that bending stresses on these rafters are well above the allowable figures.

The roof of the western section is framed with 3" x 5" oak rafters at 16" O.C. The ridge is clearly sagging when viewed from outside, suggesting that either the north and/or south walls have spread outward, or that the rafter seats (not visible) are displaced outward on the rafter plates. A modern 2x6 framed knee wall has been added beneath the approximate mid-span of the northern rafters, presumably in an attempt to arrest the spreading.

The framing for all three of these roofs warrant further investigation and evaluation.

B. MECHANICAL SYSTEMS

Space heating is provided by four gas fired furnaces.

The two units located in the basement are identical and serve the first floor above. Each of these Trane furnace/air-handler units has a rated input of 60 MBH and an output of 56 MBH. The direct vent units have 3" PVC vent and combustion air lines through a chimney chase to the roof. Atop each furnace unit is a 4-ton (48 MBH) cooling coil with a condensate drain and floor-mounted pump. The condensate pumps discharge to grade on the south side of the west crawl space. The date of manufacture for the basement heating and cooling equipment is 2004.

The ductwork is primarily insulated sheet metal. The main return ducts of both units are connected by an insulated round duct. The supply duct networks are independent. A small amount of conditioned air is supplied to the basement via a duct mounted register, and a small return grille is located in the return trunk a few feet below.

Excavation for the ductwork installation in the west (front) crawl space appears to have resulted in the undermining of the foundation for the fireplace in the southwest room on the first floor. The fireplace and chimney have clearly moved downward, and will most likely require careful demolition and reconstruction.

The two Trane furnace/air-handler units located in the southeast attic serve the second and (partial) third floors. Each has an input rating of 80 MBH and an output of 74 MBH. The vents and combustion air intakes are 2" PVC through the roof. The cooling coils are each rated at 5 tons (60 MBH). Condensate drains by gravity to the basement and then out the east side. The date of manufacture for the attic heating and cooling equipment is 2004.

The attic units are ducted in common for both supply and return. The main trunk lines are rectangular sheet metal with external insulation, while some of the branches are round sheet metal.

C. PLUMBING SYSTEMS

The water service is derived from a utility line in the street to the west of the building. The service line enters the crawl space near the center of the north side of the building. It appears that the service meter is located in a pit a few feet north of the building. The pipe material is unknown.

A master pressure regulator is located on the north wall of the basement near the water heater. The lines are insulated, presumably to limit condensation on the incoming cold water line.

The water heater is a 48 gallon Bradford White unit with a natural gas firing rate of 40 MBH. The unit is power vented through a 2" PCC line which discharges near grade on the east side of the basement. Both inlet and outlet lines are nominal $\frac{3}{4}$ " copper tubing.

All visible branch water lines inside the building are copper, and appear to be in satisfactory condition.

The main 3" PVC waste line exits the basement through the east wall and connects to a municipal sewer to the east. All visible waste and vent lines are PVC.

There is a covered sump and pump located near the east wall of the basement. A nearby floor drain is likely connected to this sump, but this could not be readily confirmed. The pump discharges, via a 2" PVC line, on the east side of the building.

A portable sump pump was noted on the lower floor of the main basement area. It is clear that the basement is constantly damp and sometimes floods. Some areas of the floor were wet at the time of the site visit. It is strongly recommended that a properly sized dehumidification unit be installed with the goal of keeping relative humidity to a maximum of 60%. (See also HVAC section above.)

D. NATURAL GAS SYSTEM

The gas meter and service entrance are located on the east wall near the southeast corner of the building. A second meter, believed to serve an adjacent building, The low pressure line downstream of the meter and pressure reducing valve is 1-1/4" black iron. Gas appliances include two furnaces in the basement, one DHW unit in the basement, and two furnaces in the southeast attic room. The riser to the attic units is 1" black iron.

E. ELECTRICAL SYSTEMS

The underground service conductors enter the building enclosed in a 4" galvanized steel conduit through the east wall of the basement near the southeast corner of the building. The main distribution panel (MDP) is rated 400A, 120/208V 3-phase. The meter is located outside on the east wall. In the MDP there are eight 2-pole circuits feeding other panels, four of which are in the building, and at least three of which serve other buildings or functions. One 80A 2-pole circuit is unlabelled. Sixteen single pole spaces remain unused. The system appears to be grounded via the galvanized steel service entrance conduit.

Two additional panels are located immediately adjacent to the MDP. The first, panel LPPA, is fed from a 100A 2-pole breaker in the MDP, and contains 30 spaces, 18 of which are in use. The second panel is labeled HVAC, and is also fed from a 100A 2-pole breaker in the MDP. This panel also contains 30 spaces, 18 of which are used, and serves the four outdoor compressor-condenser units as well as 10 additional single pole branch circuits.

Panel LPPB is located on the north wall of the basement near the east basement entrance. This panel is fed from the MDP and, due to its distance from the MDSP, has its own 200A 2-pole main circuit breaker. The panel contains 40 spaces, 30 of which are used.

The last branch circuit panel, labeled LPPC, is located on the east wall of the southeast attic room. There are 40 spaces, all of which are in use.

The visible branch circuit wiring emanating from all panels is primarily type MC cable.

Some circuit labels do not appear to match between panels, and there are many existing branch circuits which are not listed in the circuit schedules. It is recommended that panel labels and schedules be updated.

The limited visible portions of the branch circuit wiring appear to be in satisfactory condition. It is recommended that all of the branch circuits be traced and properly labeled.

The service capacity appears to be more than satisfactory for general office use.

Conditional Statement:

The statements and opinions expressed herein are solely for the use and information of Connolly & Hickey Historical Architects and the Pinelands Commission. The opinions reflect

the professional judgments of a Registered Professional Engineer performing services that are usual and customary and with skill and care ordinarily used by other Professional Engineers when dealing with historic structures at the same time and in the same or similar localities. Conclusions drawn in this report are based on those conditions and surfaces that were apparent by the unaided visual observations of the Engineer. No tests of any kind were conducted. No warranties or guarantees can be inferred from, or implied by, the statements or opinions contained in this report.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. Huffman", followed by a long horizontal flourish.

James B. Huffman, PE

APPENDICES

APPENDIX B

MAINTENANCE PLAN

Prepared By:

Connolly & Hickey Historical Architects, LLC

MAINTENANCE PLAN

MAINTENANCE PLAN FOR FENWICK MANOR

Introduction

The most efficient and least expensive form of preservation is cyclical maintenance. It is not only a method of keeping the building in proper repair, but it is also a form of preservation. Periodic inspections provide the opportunity to detect deterioration in its early stages, before it escalates into daunting and costly repairs.

Record keeping is critical for monitoring changes over time. A maintenance log provides a written record of all inspections, maintenance, and repairs. This log is invaluable as a guide for understanding future repairs and will become part of the building's historical record.

This cyclical maintenance plan is for the basic preservation of Fenwick Manor. This plan should be supplemented with a maintenance plan authored by the facilities manager.

Inspection: Scheduled inspections should be performed at least twice a year (spring and fall intervals are recommended) and after major storm events (occurrences of high wind and/or large amounts of rain, snow, or ice). As a matter of policy, inspections should be regarded as a constant ongoing process.

Maintenance Log: The maintenance log book should include each maintenance inspection and repair. Entries in the book are to be detailed and consistent. At each inspection, a maintenance checklist should be filled out providing information about the conditions found and maintenance procedures performed. Similarly, each repair should be documented, dated, and described. The description should include the names of the personnel, contractor, and consultants involved in the repair, and before and after photographs. Retain all "As-Built" drawings and specifications of installation information for future reference. File the necessary paperwork to keep warranties in force. A single three-ring binder for each building should be maintained and used to keep all papers in a single location.

Maintenance and Repair Guidelines:

- **Repair rather than replace** damaged building materials when possible
- Make all alterations and additions readily **reversible**.
- Treat or clean building materials carefully, only when necessary, and in the **least aggressive manner possible**.
- Use only compatible materials for cleaning. The building materials are delicate and incompatible cleaning products could easily destroy them.
- Sweep regularly with a soft natural bristle brush or vacuum with a non-abrasive head.
- Provide exterior natural-fiber mats (with solid backings) at entrance doors to remove dirt from visitors' feet before entering the building.
- Install door stops to prevent damage to the walls.
- Do not use salt near the base of the building. This is relevant for not only control of snow and ice but also many weed killers are salt-based.

MAINTENANCE PLAN

Exterior

Site Work

Spring and Fall

- Prune overhanging branches to minimize debris on the roof.
- Inspect vegetation and landscaping for signs of disease. Treat or remove and replace sick plantings.
- Remove plants from wall surfaces.
- Remove built-up leaves and debris from the building foundation.
- Trim vegetation from around the base of the building a distance of approximately two feet.
- Be certain that products used to control weeds or remove ice and snow around the base of the building do not contain agents that damage wood, masonry or soil.

Annually

- Check building perimeters at grade and make sure that a gentle slope away from the building exists at all locations. A gentle slope will help drain storm water away from the foundation walls and help keep the basement dry.

Storm Drainage

Spring and Fall

- Clean leaves and other debris from the roof, gutters and leaders, valleys. Ideally, gutters should be visually checked and cleaned at least **once a month from March to October**.
- Make sure strainers and screens are in place to prevent debris from clogging the drainage system. Ideally, check and clean these **four times a year**.
- Check all gutters, leaders, outlet tubes, and other drainage components for loose fittings and/or seams. Repair as required.

Annually

- Check to make sure that all gutters pitch properly towards outlets.
- Check that underground drainage connections, if extant, are sound. If there is a suspicion of a clog, clean all underground drainage from point of cleanout to the outlet.
- Check base of downspouts to ensure the runoff is directed away from the foundation. Install splash blocks or leader extensions as required.

Post Storm Event

- After heavy rainstorm, check all roof and storm-water drainage systems to observe water runoff (ponding, overflowing gutters, etc).
- After high-wind events (40 mph or greater), verify whether the seasonal or annual tasks outlined above require attention.

Roof

Spring and Fall

- Note all missing shingles and replace with materials to match existing.
- Remove all debris from roof including leaves, branches and other debris that promote biological growth, which promotes deterioration of the roofing materials.

Annually

- Check the underside of roof from the attic for staining, leaks, etc.

MAINTENANCE PLAN

- Check flashings for gaps, buckling, corrosion and separation in seams. Repair or replace loose or corroded flashings.
- Note the general condition of the roof covering, including the field and ridge shingles.
- Check chimney top for and remove debris, such as accumulated leaves and nests. Remove debris as required.

Post Storm Event

- After heavy rainstorm, check all roof and storm-water drainage systems to observe water runoff (ponding, overflowing gutters, etc).
- Check the roof after heavy snowfall or freeze/thaw cycles to determine where snow and ice dams collect.
- After high-wind events (40 mph or greater), verify whether the seasonal or annual tasks outlined above require attention

5-10 Years

- Check caulking and sealants for brittle, cracked or missing sections or pieces. Remove any damaged areas; clean, prime or seal according to manufacturer's specifications; replace caulk. Sealant should match color of adjacent construction or be paintable. **Expect to replace sealants and caulking about every six years.**

Over 10 Years

- Asphalt shingle roofs have a life expectancy depending on the quality and manufacturer and can range from twelve to thirty years.
- If well-maintained, all roofs can last their entire expected lifespan before requiring full replacement. Maintain all drainage and flashings at the asphalt shingle roof and inspect each year for missing shingles. Replace individual shingles on a yearly basis to maintain roof's integrity.
- The life expectancy of asphalt shingle roofing depends on the quality and manufacturer and can range from twelve to thirty years.

Masonry

Spring and Fall

- Check masonry, mortar for moist areas, efflorescence and organic growth.
- Determine and repair the source of the deterioration as well as the symptom of the deterioration.
- Upon finding significant cracks or material deterioration, contact a professional architect experienced in methods of evaluating historic masonry.

Annually

- Check for deteriorated mortar. Remove loose mortar. Repoint or replaced deteriorated mortar using replication mixes that matches the original in color, texture, compressive strength and workmanship. Mortar stuccos should have a high-lime and low-Portland cement content and should not be harder than the surrounding masonry units, original mortar. The aggregate and tooling should match adjacent conditions.
- Repair stone with a stone Dutchman or composite patching mortar that matches the composition, color, texture and finish of the existing.
- If cleaning is deemed necessary, clean with low-pressure water, or a soft natural bristle brush and a non-ionic detergent. Do not clean masonry or stucco with harsh chemicals or

MAINTENANCE PLAN

acids or by aggressive mechanical means. In addition, do not use power-washers, sandblasting, wire brushes, grinders, sanding discs or other abrasive methods. Alternatively, apply a product, such as D-2, to surface of stone and stucco and let natural rain wash surfaces of stone.

- Snow removal materials that might damage masonry (e.g. salt) should not be used on brick, concrete steps or adjacent to foundation walls. Surfaces should be kept clear as much as possible and cindered or sanded if necessary.

Woodwork (Siding, Doors, Windows, Millwork)

Weekly

- Open and close windows as required for proper ventilation.

Spring and Fall

- Check for moisture damage, warping, splitting, open joints and other signs of material construction failure.
 - Check for signs of failure such as bowing or warping.
 - Check for localized areas of discoloration and significantly peeling or blistering finishes. These may be a sign of moisture infiltration and/or insect infestation. Take necessary corrective action.
 - If wood is deteriorated, determine cause and take corrective action.
 - Seal fine cracks with wood filler.
 - Check for termites and other wood-damaging insects in spring and early fall. Note evidence of insect activity: small holes in wood, small piles of sawdust, clay tubes on wood or actual insects. A professional exterminator should conduct the spring inspection.
 - Check for rubs from hardware against surrounding wood trim.
 - Check windows and doors.
 - Clean corners of windows and doors of dust and debris.
 - Repair open joints.
 - Repair or replace deteriorated or damaged metal flashing with materials to match existing.
 - Check glazing for loose attachments of hardware and reattach as necessary.
 - Lubricate moving parts, such as door hinges, with non-running grease or silicone. Items to inspect that are subject to wear include hardware (becomes worn through use), latches (cleaned, repaired), locks (become worn, may not function properly) and hinges (problems arise from wear at the knuckles or loosening of the screws).*
- *Only for hardware of doors, windows and storm/screen units to be used regularly.

Annually

- Check for mildew which is an indication of moisture. Take corrective actions to reduce moisture in that area.
- Clean mildew from **finished** wood surfaces with a weak mildewcide solution. Mildew is a sign of a moist environment but is not itself hazardous to building materials. However, it can become slippery and therefore cleaning it from floor surfaces is necessary.
- Check for loose or peeling finishes (see *Finishes* below).
- Wipe down surfaces with a dry rag or soft bristle broom to remove dirt, debris and cobwebs.

MAINTENANCE PLAN

Glass

Spring and Fall

- Check for cracked or broken glass panes. Replace all broken glass.
- Check panes for tightness, and if loose, re-glaze with linseed oil putty.

Finishes (Paints/Stains)

Spring and Fall

- Check for finish failure such as worn or bare spots, blistering, peeling, crazing and organic growth such as mildew.
- Determine cause of finish failure and perform required repairs to prevent future deterioration.
- Wash mildew with weak mildewcide solution. Mildew is a sign of a moist environment but is not itself hazardous to building materials. However, it is unsightly.
- For wood, split blisters, scrap peeling areas by hand, sand rough spots, and otherwise prepare surface for refinishing.
- Do not use mechanical scraping or sanding machines.
- Where painted, apply primer and two-coat finish paint, and where stained, lightly sand and apply 2-3 coats of solid stain to deteriorated finishes at wood and metal surfaces. Prime metal surfaces with rust inhibitors.

5-10 Years

- Expect to thoroughly surface prepare and refinish all exterior surfaces periodically. The recommended life span under typical circumstances is seven years.

Lighting Fixtures

Spring and Fall

- Clean fixture of insects and other dirt or debris.
- Check for deteriorated paint, rust, corrosion, moisture damage and wear.
- Check for loose attachments and hardware.
- Repair any loose or open joints, or weak links. Repair or replace deteriorated or missing attachments and hardware.
- When paint finish deteriorates, repaint according to paint section (as applicable).

Structural Systems

Spring and Fall

- Open attic ventilation in warm months and seal off in cold months.
- Check for termites and other wood-damaging insects twice a year, in spring and early fall. Note evidence of insect activity: small holes in wood, small piles of sawdust, clay tubes on wood or actually insects. A professional exterminator should conduct the spring inspection.

Annually

- Check roof structural system for twisted, deformed, and split connections (inside), and the ridge and slopes for sags or other signs of structural inefficiency. If conditions are noted, contact an architect or engineer to determine the cause and recommend treatment approach.

MAINTENANCE PLAN

- Check exposed exterior and interior surfaces of walls and foundations, paying particular attention for areas of stairway, floor openings, wall openings and changes in wall masonry material. Check for cracks, collapsing, leaning or bulging areas or other signs of uneven settlement, movement, or structural deterioration.
- Check interior wall surfaces at upper levels, with particular attention to joints between side and front and rear walls joints between partitions and ceilings. Check for cracks, crumbled plaster, gaps between finishes or other signs of movement.
- If significant cracks, movement of structural members or other signs of structural deficiency are observed, review the structural condition of the building with an architect or engineer qualified to evaluate its condition in order to ensure that adequate safety standards and precautions are followed.

Interior

Note: The cycle of the following recommendations are guidelines only. Unlike the exterior maintenance, the interior cycles are dependent on the level of use of the building.

General

Weekly

- Dust visible surfaces with a soft untreated dust cloth, an untreated duster or an electrostatic duster.

Spring and Fall

- Provide ventilation in warm months and seal off in cold months. However, always provide enough ventilation to allow for air exchange and stable moisture content. Actively use shutters to provide shading. Provide cross ventilation.

Walls and Ceilings

Monthly

- Inspect plaster surfaces on a monthly basis to remedy recent or excessive soiling. Use dry methods, such as soft untreated dust cloths or an untreated duster to clean walls and ceilings only when recently soiled. If necessary and the surface material can withstand moisture, use water or a non-ionic detergent to clean stubborn smudges.
- Clean gypsum board wall and ceiling surfaces on a regular basis with soft untreated duster. For heavily soiled areas use a mild nonionic detergent diluted in water with soft natural fiber cloth thoroughly drying with a soft natural fiber cloth.

Spring and Fall

- Use a vacuum cleaner with a wide dusting brush to clean walls and ceilings. Use a light, even touch with overlapping strokes, beginning at a corner near the ceiling and moving down to the floor. Clean vacuum brush frequently.
- Inspect walls and ceilings for deteriorated plaster surfaces, cracks in gypsum board, finish loss or other evidence of water entering through exterior walls (at open mortar joints or gaps at woodwork), or roof (at faulty roofing or flashing). Repoint mortar joints, caulk gaps at woodwork, and/or repair roofing/flashing as necessary. Stabilize failing areas as necessary.

MAINTENANCE PLAN

- Inspect plaster surfaces for areas of plaster that are loose from the lath. Stabilize failing areas as necessary. Reattach loose plaster with plaster washers or remove plaster that is about to fall from the lath.

Flooring

Weekly

- Provide exterior natural fiber mats (with solid backings) at entrances. These mats prevent floor born dirt from abrading, soiling and deteriorating floors and floor coverings. When worn, replace in-kind. Clean regularly (once per week).
- Vacuum carpets.
- Sweep wood and solid-surface floors using a broom with soft natural bristles. Vacuuming these floors is an option using an attachment with soft natural bristles.

Monthly

- Damp mop flooring with solution of non-ionic detergent and water. Be careful to remove all traces of the detergent with a damp mop of clean water.
- Remove excessive soiling at seams of solid-surfaced flooring with a blunt wooden or metal tool.

Doors

Monthly

- Clean easily soiled areas around doorknobs using dry methods such as untreated dust clothes. If the surface finish can tolerate moisture, non-ionic cleaning solutions are acceptable for cleaning heavy stains and soiling.
- Use dry cleaning methods such as an untreated dust cloth or a vacuum using the crevice attachment to remove soiling from interior sills.

Spring and Fall

- Clean entire door either by dusting or, if surface finish can tolerate moisture, use non-ionic detergent and water.
- Inspect door locks and latches for proper function, and door hinges for proper swing. When loose due to enlarged nail or screw holes, fill and reattach. Fill loose knob-set holes with solder and re-drill. Build up worn hinge knuckles with matching material. When loose screws or worn knuckles are not the cause of an ill-fitting door, this may be indicative of structural movement.

5-10 Years

- Only where previously finished, expect to thoroughly prepare, stain or paint all interior doors. The recommended life span under typical circumstances is seven to ten years.
- When possible, remove hardware when refinishing doors to prevent sanding abrasions and to facilitate a high-quality paint job. Before reinstallation, recondition hardware as described under *Hardware Section* below. When nondestructive removal of hardware is not feasible, protect hardware from paint spills and sanding abrasion.

Windows (Wood Windows Only)

Spring and Fall

MAINTENANCE PLAN

- Use dry cleaning methods such as an untreated dust cloth or a vacuum using the crevice attachment to remove soiling from interior sills.
- Wash the interior and exterior of the windows with a water and vinegar solution. Protect sills and sash, and take care not to allow solution to run onto woodwork. Do not wash windows when the outside temperature is below freezing.

Annually

- Wax wood window track.
- During the winter, inspect the window glass for condensation, which can cause damage if the finishes on the sash permits moisture infiltration. If condensation exists, apply a mixture of equal-part glycerin and methylate spirits to the inside of the glass with a soft cloth after each winter washing.
- Inspect for damaged or broken hardware. See *Hardware Section* below.

5-10 Years

- Expect to thoroughly prepare and finish all wood windows periodically. The recommended life span under typical circumstances is seven years.
- Open and close windows daily after refinishing to prevent sealing by the finish film.
- Do not finish the tracks on which the window sash glide.

Hardware

Annually

- Clean door hardware after applying a cardboard template to protect door surface. Cover adjacent dissimilar metals with paper before polishing.

Brass or Iron

- Clean lacquered brass with dry methods only.
- Non-lacquered brass and iron may be cleaned with mineral spirits on a cotton swap followed by a wipe of alcohol.
- Spotty or marred brass may be polished using a jeweler's cloth and jeweler's rouge.
- After cleaning, apply a microcrystalline wax and buff with a soft cloth to brass and to unpainted iron.
- Recondition door and window hardware used on a regular basis as required, cleaning locks of accumulated rust and dirt to ensure proper functioning.
- Inspect function of all door and window hardware. Repair broken hardware as required. Replacement should be a last resort as hardware may be character-defining historic feature. If replacement is required, it should match the existing in size, shape, profile and finish.

Millwork

Monthly

- Inspect millwork for debris and heavy soiling.
- Regularly clean stable surfaces with soft, untreated dust cloth or duster. Clean heavily soiled areas finished with modern paint/finish with a non-ionic detergent heavily diluted with water. Clean unstable surfaces with a soft bristled brush.

Annually

- Wash surfaces finished with stain/paint with a non-ionic detergent in soft water and two damp sponges, thoroughly rinsing and drying each area. Do not clean with alkaline-based

MAINTENANCE PLAN

household cleaning products such as lye or ammonia. Do not allow solution to run or drip onto adjacent surfaces. Change rinse water frequently.

5-10 Years

- Expect to thoroughly prepare and refinish all interior millwork periodically. The recommended life span under typical circumstances is seven to ten years.

Stairs

Weekly

- Vacuum or sweep treads of stairs.

Monthly

- Clean stained surfaces such as a handrail, balusters and newel posts with an oil soap or dry cleaning methods.
- Broom sweep or vacuum with soft bristle brush wood stair treads and risers.

Spring and Fall

- Inspect stair railings for loose or missing attachments; reattach as necessary.
- Inspect treads for worn sections, cracking or broken tread. Replace when necessary, matching the size, thickness, nosing profile and projections, grain pattern, species, workmanship and finish color of the original tread.

Finishes (Paint/Stain)

Spring and Fall

- Check for isolated blistering or peeling of finishes on walls, ceilings, and where applicable, woodwork (including windows and doors).
- Check where moisture is entering plaster/wood and stop leaks accordingly.
- Split blisters; scrape peeling areas and sand rough spots.
- Only when necessary, finish in-kind only those areas requiring refinishing. Applying unnecessary finishes will obscure molding profiles and create an inflexible layer that is subject to cracking and peeling.
- Maintain extra amounts of finish as samples for matching colors and for touch-up work. Keep container full, replenishing medium as required, and store upside down in a dry location to retard oxidation.

5-10 Years

- Expect to thoroughly prepare and refinished all previously finished interior surfaces periodically. The recommended life space under typical circumstances is seven to ten years.

Heating Systems

2-5 Years

- Have ductwork professionally inspected.
- Have a heating contractor provide maintenance and check for potential problems with heating system. Correct as necessary.
- Have active chimney professionally inspected and cleaned.

Security and Fire Detection Systems

Spring and Fall

MAINTENANCE PLAN

- Replace batteries in all smoke detectors.

Annually

- A test of the fire detection systems should be conducted by a system specialist for proper function. Correct as necessary.
- Replace batteries in all alarms.

Fire Extinguishers

Monthly

- Test fire extinguishers, which should be located on at each floor level, for proper function. Refill and/or replace as necessary.

Electrical System

Annually

- Have an electrician check for potential problems with electrical system. Correct as necessary.

Wood-damaging Insects

Spring and Fall

- Inspect buildings for wood-damaging insects. Note evidence of insect activity: small holes in wood, small piles of sawdust, clay tubes on wood or actual insects. An exterminator should conduct the fall inspection.

Fenwick Manor Maintenance Log

Date of inspection:

Inspection performed by:

Inspection Type: ☐ Monthly ☐ Quarterly ☐ Post Storm Event

Check box for items inspected

Note observation/treatment provided where indicated and any additional notes where space is provided.

MONTHLY

- ☐ Clean fiber mats at entrances on the interior.
- ☐ Clean floors.
- ☐ Remove excessive soiling in cracks in floors.
- ☐ Clean easily soiled areas around doorknobs.
- ☐ Remove soiling from interior sills at windows and doors.
- ☐ Clean millwork surfaces.

QUARTERLY

- ☐ Conduct maintenance of existing HVAC equipment as recommended by equipment manufacturer.
- ☐ Clean heating convectors, diffusers, cabinets, fin tubes, etc.; clean filters.

POST-STORM EVENTS

- ☐ Inspect all roofs, drainage components, and other building areas that may be damaged by heavy snow fall or high wind activity for damage.

Observations: _____

Treatment provided: _____

OTHER:

Please describe any other conditions observed that require attention:

Fenwick Manor Maintenance Log

Date of inspection:

Inspection performed by:

Inspection Type: ☐ Spring ☐ Fall

Check box for items inspected

Note observation/treatment provided where indicated and any additional notes where space is provided.

SPRING AND FALL

Exterior

☐ Prune overhanging branches within ten (10) feet of the building.

☐ Inspect vegetation and landscaping for signs of health and disease immediately adjacent to the building. Remove dead/dying vegetation and replace in-kind.

Observations: _____

Treatment provided: _____

☐ Remove plants from wall surfaces and trim bed plantings.

☐ Remove all debris from roof including leaves, branches and other debris.

Interior

☐ Open attic ventilation in warm months and seal off in cold months (as applicable).

☐ Have a professional exterminator check for termites and other wood-damaging insects; treat as needed.

Treatment provided: _____

☐ Clean wall and ceiling surfaces with soft untreated dust cloths or a feather duster.

☐ Clean interior and exterior of window surfaces with a vinegar and water solution. Note any condensation.

Observations: _____

OTHER:

Please describe any other conditions observed that require attention: (Provide additional sheets as necessary)

Fenwick Manor Maintenance Log

Date of inspection:

Inspection performed by:

Inspection Type: ☐ Annual _____

Check box for items inspected

Note observation/treatment provided where indicated and any additional notes where space is provided.

ANNUALLY

EXTERIOR

- ☐ Inspect and report building perimeters at grade to ensure proper grading and drainage, and spot repair walks with in-kind material.
Observations: _____
Treatment provided: _____
- ☐ Inspect all aspects of the existing roofing including asphalt shingles, metal flashings, general structure (inside and out), and existing chimneys. Inspection and all repair work to be done by a qualified roofer
Observations: _____
Treatment provided: _____
- ☐ Inspect and repair all exterior metal components including hardware, attachments, flashings, etc. for signs of deterioration, rust, corrosion jacking, etc.
Observations: _____
Treatment provided: _____
- ☐ Inspect and repair all existing masonry and stucco for moisture, cracks, spalling, loose and crumbling mortar, efflorescence and organic growth.
Observations: _____
Treatment provided: _____
- ☐ Inspect and repair all existing exterior woodwork including doors, windows, millwork, etc. for moisture damage, warping, splitting, open joints and other signs of material or construction failure.
Observations: _____
Treatment provided: _____
- ☐ Inspect and repair existing window glass and glazing compounds for cracked or broken glass, loose or cracked glazing compounds, and overall fit of windows and its components.
Observations: _____
Treatment provided: _____
- ☐ Inspect and repair existing finished surfaces (substrate may vary) for finish failure such as worn or bare spots, blistering, peeling, crazing and organic growth such as mildew.
Observations: _____
Treatment provided: _____

Fenwick Manor Maintenance Log

INTERIOR

- ☐ Inspect roof structural system for twisted, deformed and split connections (inside), and the ridge and slopes for sags or other signs of structural inefficiency. If conditions noted, contact structural engineer.
Observations: _____
Treatment provided: _____
- ☐ Inspect exposed exterior and interior surfaces of walls, foundations, ceilings, stairs, window and door openings, etc. for cracks, collapsing, leaning or bulging areas or other signs of uneven settlement, movement or structural deterioration. If conditions noted, contact architect and/or structural engineer.
Observations: _____
Treatment provided: _____
- ☐ Inspect walls and ceilings for deteriorated plaster surfaces, cracks in gypsum board, finish loss or other evidence of water infiltration and repair as needed.
Observations: _____
Treatment provided: _____
- ☐ Inspect door locks and latches for proper function, and door hinges for proper swing and repair in-kind.
Observations: _____
Treatment provided: _____
- ☐ Inspect millwork for debris and heavy soiling and clean and/or refinish.
Observations: _____
Treatment provided: _____
- ☐ Inspect stair railings for loose or missing attachments; reattach as necessary and treads for worn sections, cracking, or broken treads.
Observations: _____
Treatment provided: _____
- ☐ Check finished surfaces for isolated blistering or peeling of finishes on surfaces on walls, ceilings, and woodwork; and surface prepare and refinish. Apply finish to entire surface or component for a seamless repair.
Observations: _____
Treatment provided: _____
- ☐ Clean and recondition door and window hardware.
Observations: _____
Treatment provided: _____
- ☐ Inspection of existing heating by a certified HVAC maintenance company. Perform typical maintenance tasks and replace components nearing end of useful life.
Observations: _____
Treatment provided: _____

Fenwick Manor Maintenance Log

- ☐ Inspection of existing electrical systems and services including fire (and security) detection systems by a licensed electrician. Perform typical maintenance tasks and replace components nearing end of useful life.
Observations: _____
Treatment provided: _____
- ☐ Inspect all existing exterior and interior light fixtures for deteriorated paint, rust, corrosion, moisture damage and wear by a licensed electrician. Perform typical maintenance tasks and replace components nearing end of useful life.
Observations: _____
Treatment provided: _____
- ☐ Inspection of existing waste and supply piping and other plumbing fixtures and fittings by a licensed plumber. Perform typical maintenance tasks and replace components nearing end of useful life.
Observations: _____
Treatment provided: _____
- ☐ Inspection of HVAC system by a licensed technician. Perform typical maintenance tasks and replace components nearing end of useful life.
Observations: _____
Treatment provided: _____
- ☐ Test fire extinguishers; replace those in-kind that do not pass test.
Observations: _____
Treatment provided: _____

OTHER:

Please describe any other conditions observed that require attention: (Provide additional sheets as necessary)

Fenwick Manor Maintenance Log

Place in binder (as applicable) all related information:

- Receipts/ Quotes/ Scope of Work
- Samples of materials, paint/finish colors, catalog cut sheets, etc.
- Warranties or maintenance manuals
- As-built drawings/ Specifications
- Before and after photographs

Date of Repair:

Check appropriate box:

EXTERIOR

LOCATION _____

- ☐ SITE WORK
- ☐ STORM DRAINAGE
- ☐ ROOF
- ☐ METALS
- ☐ MASONRY/STUCCO
- ☐ WOODWORK
- ☐ GLASS
- ☐ PAINT/FINISH
- ☐ LIGHTING FIXTURES
- ☐ STRUCTURAL SYSTEMS
- ☐ OTHER (describe)

INTERIOR

LOCATION _____

- ☐ WALL/CEILING FINISHES
- ☐ WALLPAPER
- ☐ FLOORING _____
- ☐ DOORS
- ☐ WINDOWS
- ☐ HARDWARE
- ☐ MILLWORK
- ☐ STAIRS
- ☐ PAINT/FINISH
- ☐ BASEMENT
- ☐ HEATING SYSTEM
- ☐ FIRE SAFETY SYSTEMS
- ☐ ELECTRICAL SYSTEM
- ☐ PLUMBING SYSTEM
- ☐ OTHER (describe)

Fenwick Manor Maintenance Log

REPLACEMENT CYCLES (Attach all paperwork associated with replacement activities).

Exterior

- ☐ Replace existing caulks and sealants.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Replace existing roofing including associated flashings.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Refinish exterior wood and architectural metals including doors, windows, frames, trim, siding, etc.

Scope of Work: _____

Year of Work: _____

Performed By: _____

Interior

- ☐ Refinish interior plaster/gypsum board finishes, wood and architectural metals including doors, windows, frames, trim, walls, ceilings, etc.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Replace fire extinguishers.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Replace heating system.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Replace plumbing fixtures and fittings.

Scope of Work: _____

Year of Work: _____

Performed By: _____

- ☐ Replace light fixtures and fittings.

Scope of Work: _____

Year of Work: _____

Performed By: _____

Fenwick Manor Maintenance Log

Person(s) of Company who performed maintenance/repair (including mailing address and phone number):

Describe in detail the work performed including conditions found which necessitated the repair:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

List Photographs by Number and Description:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Fenwick Manor Maintenance Log

CONTINUATION PAGEThis image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ATTACHMENT C

PROJECT SCHEDULE SAMPLE

February 7, 1997
Rev.: January 29, 2002

Responsible Group Code Table

The codes below are used in the schedule field "GRP" that identifies the group responsible for the activity. The table consists of groups in the Division of Property Management & Construction (DPMC), as well as groups outside of the DPMC that have responsibility for specific activities on a project that could delay the project if not completed in the time specified. For reporting purposes, the groups within the DPMC have been defined to the supervisory level of management (i.e., third level of management, the level below the Associate Director) to identify the "functional group" responsible for the activity.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>REPORTS TO ASSOCIATE DIRECTOR OF:</u>
CM	Contract Management Group	Contract Management
CA	Client Agency	N/A
CSP	Consultant Selection and Prequalification Group	Technical Services
A/E	Architect/Engineer	N/A
PR	Plan Review Group	Technical Services
CP	Construction Procurement	Planning & Administration
CON	Construction Contractor	N/A
FM	Financial Management Group	Planning & Administration
OEU	Office of Energy and Utility Management	N/A
PD	Project Development Group	Planning & Administration

Activity ID	Description	Repn	Weeks
<PROJ>			
Design			
CV3001	Schedule/Conduct Pre-design/Project Kick-Off Mtg.	CM	
CV3020	Prepare Program Phase Submittal	AE	
CV3021	Distribute Program Submittal for Review	CM	
CV3027	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3022	Review & Approve Program Submittal	CA	
CV3023	Review & Approve Program Submittal	PR	
CV3024	Review & Approve Program Submittal	CM	
CV3025	Consolidate & Return Program Submittal Comments	CM	
CV3026	Prepare Schematic Phase Submittal	AE	
CV3031	Distribute Schematic Submittal for Review	CM	
CV3037	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3032	Review & Approve Schematic Submittal	CA	
CV3033	Review & Approve Schematic Submittal	PR	
CV3034	Review & Approve Schematic Submittal	CM	
CV3035	Consolidate & Return Schematic Submittal Comment	CM	
CV3046	Prepare Design Development Phase Submittal	AE	
CV3041	Distribute D. D. Submittal for Review	CM	
CV3047	Prepare & Submit Project Cost Analysis (DPMC-38)	CM	
CV3042	Review & Approve Design Development Submittal	CA	
CV3043	Review & Approve Design Development Submittal	PR	
CV3044	Review & Approve Design Development Submittal	CM	
CV3045	Consolidate & Return D.D. Submittal Comments	CM	
CV3050	Prepare Final Design Phase Submittal	AE	
CV3051	Distribute Final Design Submittal for Review	CM	
CV3052	Review & Approve Final Design Submittal	CA	
CV3053	Review & Approve Final Design Submittal	PR	
CV3054	Review Final Design Submittal for Constructability	OCS	
NOTE: Refer to section "IV Project Schedule" of the Scope of Work for contract phase durations.			DBCA - TEST Bureau of Design & Construction Services © Primavera Systems, Inc. Sheet 1 of 3

ATTACHMENT D

PROJECT DELIVERABLES CHECKLISTS

Deliverables Checklist Schematic Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
13.4.1.	A/E Statement of Site Visit						
13.4.2.	Narrative Description of Project						
13.4.3.	Building Code Information Questionnaire						
13.4.4.	Space Analysis						
13.4.5.	Special Features						
13.4.6.	Catalog Cuts						
13.4.7.	Site Evaluation						
13.4.8.	Subsurface Investigation						
13.4.9.	Surveys						
13.4.10.	Arts Inclusion						
13.4.11.	Design Rendering						
13.4.12.	Regulatory Approvals						
13.4.13.	Utility Availability						
13.4.14.	Drawings (6 Sets)						
13.4.15.	Outline Specifications (6 Sets)						
13.4.16.	Current Working Estimate/Cost Analysis						
13.4.17.	Project Schedule						
13.4.18.	Formal Presentation						
13.4.19.	Scope of Work Compliance Statement						
13.4.20.	Schematic Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Outline Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Outline Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist

Permit Application Phase

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC Project Manager the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date _____

Deliverables Checklist

Bidding and Contract Award Phase

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist

Construction Phase

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date _____

Deliverables Checklist

Project Close-Out Phase

A/E Name: _____

[illegible]

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date _____

ATTACHMENT E

D-1 SCOPE OF WORK (HISTORIC TRUST)

Project Name: Fenwick Manor
Project Number: 2023.2041

ATTACHMENT D-1, SCOPE OF WORK

Name of Grantee: New Jersey Pinelands Commission
Project Name: Fenwick Manor
Project Number: 2023.2041
Grant Award Amount: \$575,000

I. OVERVIEW OF PRESERVATION OBJECTIVES OF ENTIRE PROJECT

The historic significance of Fenwick is defined by both its two-century long association with the Jones, Fenwick, and White families, and by its transitional Federal/Greek Revival style façade. Benjamin Jones, who owned the farm where the structure was built from 1827 to 1844, is one of the prominent names in the history of the Pine Barrens bog iron industry and owned the Hanover Furnace. James Fenwick purchased the site in 1844 and was an early innovator in cranberry culture. He expanded his operations in 1857 by acquiring 108 acres of natural bogs in the Pinelands near Fenwick Manor.

The Trust grant will help fund work including the rebuilding of a chimney, stabilizing the foundation, removing exterior paint, rehabilitating and repainting original wood features, grading and upgrading of underground drainage around the exterior of the building, and rehabilitating interior walls where cracks have occurred due to building movements.

II. PROJECT REVIEW AUTHORITY

The New Jersey Historic Trust will review the planning documents (and special testing reports) for this project. The Trust will also review the contract documents, plans, specifications, etc. according to *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (2017), as well as oversee construction. If appropriate, such documents (including plans and specifications) will be reviewed for compliance under a Memorandum of Understanding between the NJHT and NJ HPO and for compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

III. ACTIVITIES FUNDED BY THIS GRANT

III.A Description of Work to be Funded with this Grant.

The scope of work of this grant includes:

1. Non-construction costs directly related to the funded work:
 - a. Architectural and engineering services by consultant approved by the NJ Historic Trust relevant to the construction work listed below (including schematic design, design development, contract documents, and construction administration).
 - b. The contract documents must set minimum qualifications for all general contractors and subcontractors using language similar to below:

The bidder shall demonstrate successful experience in the restoration of historic buildings using the *Secretary of the Interior's Standards for the Treatment of Historic Properties* on at least two projects of similar size and scope of work as the subject project within the past five years, at least one of which was reviewed and approved by a state Historic Preservation

Project Name: Fenwick Manor
Project Number: 2023.2041

Office, the New Jersey Historic Trust, or the historic review body of a county or municipal authority.

Pre-qualification statements from general contractors must be submitted for NJHT review and approval before bid documents are distributed. Subcontractor qualifications are to be submitted for NJHT review and approval with bids.

- c. Preparation of Project Completion Report which shall include (unless submitted with periodic reports): narrative description with photographs of all completed work; drawings, specifications, reports, and other records documenting the work if not included in earlier submissions; as-built drawings of all phases of work; revised D-1 Scope of Work showing work completed and actual money spent; names of contracted firms with duties identified; final employment figures; any recommendations for future treatment.
 - d. Prior to construction a professional archaeologist, approved by the NJ Historic Trust, shall review construction plans and conduct pre-construction archaeological research and testing at all locations where construction will result in sub-surface disturbance. This includes, but is not necessarily limited to, areas to be disturbed by ***grading and underground drainage upgrades***. Archaeological testing will involve excavation of shovel tests and/or larger excavation units as professionally appropriate. The archaeologist shall meet the Secretary of the Interior's professional qualifications and have relevant past experience for the project. The qualifications are to be submitted for NJHT review and approval. The archaeologist shall prepare a report describing these investigations and findings, and recommending any further archaeological work required. Such work could include further excavation and/or monitoring of construction excavations. This report is to be provided to the Trust.
 - e. No more than **20% of the total project cost** may be used to fund non-construction activities (up to a limit of **\$230,000.00** in non-construction costs).
2. Construction costs directly related to the funded work (As shown on project manual and construction drawings by Connolly & Hickey Historical Architects, LLC.).

Division 1: General Requirements

- a. NJHT Project Sign
- b. General Conditions
- c. Temporary Facilities
- d. Building Access (exterior work)
- e. Shoring
- f. Disposal/ Dumpsters
- g. Project Sign

Division 2: Existing Conditions

- a. Selective Demolition and Salvaging (general)
- b. Selective Demolition and Salvaging (structural work)
- c. Dust Suppression (for exterior work)
- d. Dust Suppression (for interior work)

Project Name: Fenwick Manor
Project Number: 2023.2041

Division 3: Concrete

- a. Footing and Wall for North Chimney
- b. Concrete Footing for South Chimney
- c. Concrete Footing for Piers

Division 4: Masonry

- a. Exterior
 - i. Repoint Stone Foundation
 - ii. Repair Stone at Foundations
 - iii. Repair/ Repoint Brick Foundations
 - iv. Repair/ Repoint Chimneys
- b. Interior
 - i. Repairs at North Chimney (including brick and marble)
 - ii. Rebuilding South Chimney (Roof to Foundation)

Division 5: Metals

- a. Metals Fasteners/ Misc. Metals

Division 6: Carpentry (Wood, Plastics and Composites)

- a. Exterior
 - i. Siding Repairs/ Replacement
 - ii. Trim Repairs/ Replacement
 - iii. Deck/ Stair Repairs at Front
 - iv. Decking at South Side Porch
 - v. Decking at Rear Entrance Porch
 - vi. Columns at Front Porch
- b. Interior
 - i. Roof Framing Repairs
 - ii. Framing at Chimneys
 - iii. Blocking (general)
 - iv. Fireplace Surround (Repair and Reinstall)
 - v. Fireplace Surround (Repair)

Division 7: Thermal & Moisture Protection

- a. Upgrade Flashings at All Chimneys (including rebuilt chimney)
- b. Roofing Associated with Flashings/ Chimney Rebuild
- c. Sheathing around Chimneys
- d. Porch Gutter Repairs
- e. Sealants and Caulks

Division 8: Doors & Windows (Openings)

- a. Exterior
 - i. Repair Wood Windows and Shutters (priority repairs)
 - ii. New Interior Storm Windows (all)
 - iii. Repair Exterior Doors
 - iv. Hardware Repairs (allowance)
- b. Interior
 - i. Adjust Doors at Work Area

Project Name: Fenwick Manor
Project Number: 2023.2041

Division 9: Finishes

- a. Exterior
 - i. Exterior Surface Preparation (Sliding and Trim)
 - ii. Exterior Prime and Paint (Sliding and Trim)
 - iii. Surface Prep and Paint Windows & Doors
- b. Interior
 - i. Repair Plaster Impacted by Structural Upgrades
 - ii. Interior Painting
 - iii. Patching Ceilings
 - iv. Wood Bases (remove and reinstall)
 - v. Patch Wood Flooring
 - vi. New Carpentry (areas of repair)

Division 10: Specialties

- a. Install NJHT approved permanent marker upon completion of work.

Division 23: HVAC

- a. Adjust Duckwork

Division 26: Electrical

- a. Electrical (part of cutting and patching for structural work)
- b. Improve Lighting (in areas of structural repairs)

Division 32: Exterior Improvements

- a. Regrading
- b. Underground Drainage Upgrades
- c. Walks and Paths (immediate to mansion)
- d. Vapor Barrier/ Gravel under Porch

III.B Line Item Costs for Work to be Funded with this Grant.

See the following page for the Schedule of Values. (Note: item amounts may be estimates.)

IV. PROJECT SCHEDULE:

Agreement Commencement Date: January 16, 2024
Work Period Commencement Date: January 16, 2024
Agreement Execution Deadline: July 16, 2025
Project Commencement Deadline: January 16, 2026
Work Period Expiration Date: January 16, 2028
Agreement Expiration Date: January 16, 2029

Created: July 7, 2024 by Judith Murphy, AICP, PP
Revised:

Project Name: **Fenwick Manor**
Project Number: **2023.2041**

ATTACHMENT D-1

**Preserve New Jersey Historic Preservation Fund
PROJECT EXPENDITURE WORKSHEET**

III B. Schedule of Values

TOTAL PROJECT

Non-Construction (N/C)	Match Expended	Proposed	Subtotal
Design Development	0.00	12,300.00	12,300.00
Contract Documents	0.00	18,600.00	18,600.00
Engineering - CDs	0.00	27,700.00	27,700.00
Proj. Auth, Pre Qual, Bidding	0.00	5,100.00	5,100.00
Contract Administration - Arch	0.00	27,900.00	27,900.00
Contract Administration - Engineers	0.00	6,000.00	6,000.00
Expenses	0.00	3,000.00	3,000.00
N/C Total	\$ -	\$ 100,600.00	\$ 100,600.00

Construction (C)	Match Expended	Proposed	Subtotal
Div. 1 - General	0.00	201,500.00	201,500.00
Div. 2 - Existing Conditions	0.00	55,300.00	55,300.00
Div. 3 - Concrete	0.00	47,700.00	47,700.00
Div. 4 - Masonry	0.00	119,500.00	119,500.00
Div. 5 - Metals	0.00	8,500.00	8,500.00
Div. 6 - Wood/Plastic	0.00	90,600.00	90,600.00
Div. 7 - Thermal/Moisture	0.00	55,900.00	55,900.00
Div. 8 - Doors/Windows	0.00	142,850.00	142,850.00
Div. 9 - Finishes	0.00	238,750.00	238,750.00
Div. 10 - Specialties	0.00	200.00	200.00
Div. 11 - Equipment	0.00	0.00	0.00
Div. 12 - Furnishings	0.00	0.00	0.00
Div. 13 - Special Const.	0.00	0.00	0.00
Div. 14 - Conveying Syst.	0.00	0.00	0.00
Div. 21 - Fire Suppression	0.00	0.00	0.00
Div. 22 - Plumbing	0.00	0.00	0.00
Div. 23 - HVAC	0.00	18,300.00	18,300.00
Div. 24 - Reserved	0.00	0.00	0.00
Div. 25 - Integrated Automation	0.00	0.00	0.00
Div. 26 - Electrical	0.00	0.00	0.00
Div. 27 - Communications	0.00	32,300.00	32,300.00
Div. 28 - Security	0.00	0.00	0.00
Div. 31 - Earthwork	0.00	0.00	0.00
Div. 32 - Ext. Improvements	0.00	38,000.00	38,000.00
Div. 33 - Utilities	0.00	0.00	0.00
Div. 34 - Transportation	0.00	0.00	0.00
Div. 35 - Waterways/Marine	0.00	0.00	0.00
Div. 40 - Process Interconnections	0.00	0.00	0.00
Div. 41 - Processing/Handling Equipment	0.00	0.00	0.00
Div. 42 - Heating/Cooling/Drying Equipment	0.00	0.00	0.00
Div. 43 - Gas/Liquid Equipment	0.00	0.00	0.00
Div. 44 - Pollution Control Equipment	0.00	0.00	0.00
Div. 45 - Manufacturing Equipment	0.00	0.00	0.00
Div. 46 - Water and Wastewater Equipment	0.00	0.00	0.00
Div. 48 - Electrical Power Generation	0.00	0.00	0.00
Const. Totals	\$ -	\$ 1,049,400.00	\$ 1,049,400.00

	Match Expended	Proposed	TOTAL PROJECT
TOTALS (N/C + C)	\$ -	\$ 1,150,000.00	\$ 1,150,000.00

Grant Award	\$ 575,000.00
Required Match	\$ 575,000.00
Actual Match	\$ 575,000.00
Ratio	1:1

Date Created: July 8, 2024
Prepared by: Judith Murphy
Revisions:

ATTACHMENT F

TERMS AND CONDITIONS / FORMS

PINELANDS COMMISSION TERMS AND CONDITIONS

1. STANDARD TERMS AND CONDITIONS APPLICABLE TO THE CONTRACT -

The following terms and conditions shall apply to all contracts or purchase agreements made with the Pinelands Commission. The Pinelands Commission's terms and conditions shall prevail over any conflicts set forth in a contractor's/vendor's quote or proposal.

2. STATE LAW REQUIRING MANDATORY COMPLIANCE BY ALL

CONTRACTORS - The statutes, laws or codes cited herein are available for review at the [State Library](#), 185 West State Street, Trenton, New Jersey 08625.

2.1 BUSINESS REGISTRATION – Pursuant to N.J.S.A. 52:32-44, the Pinelands Commission is prohibited from entering into a contract with an entity unless the contractor/vendor and each subcontractor named in the proposal have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services. A subcontractor named in a bid or other proposal shall provide a copy of its business registration to the contractor/vendor who shall provide it to the Commission. A New Jersey Business Registration Certificate may be obtained at :

<https://www.state.nj.us/treasury/revenue/busregcert.shtml>

The contractor/vendor shall maintain and submit to the Commission a list of subcontractors and their addresses. This list may be updated from time to time, during contract performance, with the prior written consent of the Commission's Executive Director. The contractor/vendor shall submit to the Commission a complete and accurate list of all subcontractors used and their addresses before final payment is made on the contract.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

The contractor/vendor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall, during the term of the contract, collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the "Sales and Use Tax Act, P.L. 1966, c. 30 (N.J.S.A. 54:32B-1 et seq.) on all their sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at <https://www.state.nj.us/treasury/revenue/busregcert.shtml>.

2.2 OWNERSHIP DISCLOSURE – Pursuant to N.J.S.A. 52:25-24.2, in the event the contractor/vendor is a corporation, partnership or limited liability company, the contractor/vendor must complete an Ownership Disclosure Form.

A current completed Ownership Disclosure Form must be received prior to or accompany the submitted quote or proposal. A contractor's/vendor's failure to submit the completed and signed form prior to or with its quote or proposal will result in the contractor/vendor being ineligible for a contract award, unless the Commission has on file a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the quote or proposal deadline for this procurement. If any ownership change has occurred in the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the quote/proposal.

In the alternative, a contractor/vendor with any direct or indirect parent entity which is publicly traded may submit the name and address of each public traded entity and the name and address of each person that hold a ten (10) percent or greater beneficial interest in the public traded entity as if the last annual filing with the Federal Securities and Exchange Commission of the foreign equivalent, and, if there is any person that holds a ten (10) percent or great beneficial interest, also shall submit links to the websites containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a ten (10) percent or greater beneficial interest. N.J.S.A. 52:15-24.2

2.3 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN -Pursuant to N.J.S.A. 52:32-58, the contractor/vendor must utilize the Disclosure of Investment Activities in Iran form to certify that neither the contractor/vendor, nor one (1) of its parents, subsidiaries, or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of Treasury's list of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the contractor/vendor , nor one (1) of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the contractor/vendor is unable to so certify, the contractor/vendor shall provide a detailed and precise description of such activities as directed on the form. A contractor's/vendor's failure to submit the complete and signed form will preclude the aware of a contract to said contractor/vendor.

2.4 ANTI-DISCRIMINATION - All parties to any contract with the Pinelands Commission agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference. The agreement to abide by the provisions of N.J.S.A. 10:5-31 through 10:5-38 include those provisions indicated for Goods, Professional Service and General Service Contract (Exhibit __, attached) and Construction Contracts (Exhibit and Exhibit – Executive Order 151 requirements) as appropriate.

The contractor/vendor or subcontractors, where applicable, agree to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

2.5 AFFIRMATIVE ACTION – In accordance with N.J.A.C. 17:27-1.1, prior to award, the contractor/vendor and subcontractor must submit a copy of a New Jersey Certificate of

Employee Information Report, or a copy of a Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Contractors/vendors or subcontractors not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the affirmative Action Employee Information Report (AA-302) located on the web at:
https://www.state.nj.us/treasury/contract_compliance/

2.6 AMERICANS WITH DISABILITIES ACT - The contractor/vendor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101, et seq.

2.7 MACBRIDE PRINCIPLES – The contractor/vendor must certify pursuant to N.J.S.A. 52:34-12.2 that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom’s Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

2.8 PAY TO PLAY PROHIBITIONS – New Jersey Law insulates the negotiation and award of State contracts from political contributions that pose a risk of improper influence, purchase of access or the appearance thereof. P.L. 2005, c. 51 as amended by the Elections Transparency Act, P.L. 2023, c. 30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”) and Executive Order 333 (2023).

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (L.2005, c. 51, rev. P.L. 2023, c. 30), a “fair and open process” means, at a minimum, that the contract shall be publicly advertised in newspapers or on the internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. A contract awarded under a process that includes public bidding or competitive contracting pursuant to State contracts law shall constitute a fair and open process. N.J.S.A. 19:44-20.23. The agency conducting the procurement will need to determine whether the procurement meets the Elections Transparency Act definition of a “fair and open process” and instruct vendors on the applicability of Chapter 51.

A. For Contracts Awarded Pursuant to a Fair and Open Process

Pursuant to P.L. 2005, c. 51, as amended by the Elections Transparency Act, P.L. 2023, c. 30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”), and Executive Order 333 (2023), contracts awarded pursuant to a fair and open process do not require certification or disclosure of any solicitation or contribution of money, or pledge of contribution, including in-kind contributions.

- B. For Contracts Awarded Pursuant to a Non-Fair and Open Process Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51, rev. P.L. 2023, c. 30), and Executive Order 333 (2023), the State shall not enter into a contract to procure services or any material, supplies or equipment, or to acquire, sell, or lease any land or building from a Business Entity, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a Continuing Political Committee or a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor during certain specified time periods. It shall be a breach of the terms of the contract for the Business Entity to:
- (1). Make or solicit a contribution in violation of the statute.
 - (2). Knowingly conceal or misrepresent a contribution given or received;
 - (3). Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
 - (4). Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor or Lieutenant Governor;
 - (5). Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
 - (6). Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
 - (7). Engage in any exchange of contributions to circumvent the intent of the Legislation; or
 - (8). Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

Further, the contractor/vendor is required, on a continuing basis, to report any contributions it makes during the term of the Contract, and any extension(s) thereof, at such time any such contribution is made.

A "Continuing Political Committee" means any political organization (a) organized under section 527 of the Internal Revenue Code; and (b) consisting of any group of two or more persons acting jointly, or any corporations, partnership or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$5,500 to the aid or promotion of the candidacy of an individual, or of the candidacies of individuals, for elective public office, or the passage or defeat of a public question or questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent election, provided that the group, corporation, partnership, association or other organization has been determined to be a Continuing Political Committee by the New Jersey Election Law Enforcement Commission under N.J.S.A. 19:44A-8. A Continuing Political Committee does not include a "political party committee," a "legislative leadership committee," or an "independent expenditure committee," as defined in N.J.S.A. 19:44A-3.

Prior to awarding any contract or agreement to any Business Entity pursuant to a non-fair and open process, the Business Entity proposed as the intended contractor/vendor of the contract shall submit the Two-Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts, certifying either that no contributions to a Continuing Political Committee or candidate committee or election fund of a gubernatorial candidate have been made by the Business Entity and reporting all qualifying contributions made by the Business Entity or any person or entity whose contributions are attributable to the Business Entity. The required form and instructions are available for review here:

<http://www.state.nj.us/treasury/purchase/forms/eo134/Chapter51.pdf>

2.9 POLITICAL CONTRIBUTION DISCLOSURE – The contractor/vendor is advised of its responsibility to file an annual disclosure on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27 (L. 2005, c. 271, rec. P.L.2023, c.30) if in a calendar year the contractor/vendor receives one or more contracts valued at \$50,000.00 or more. It is the contractor's/vendor's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC. Additional information about this requirement is available from ELEC by calling 1(888) 313-3532 or on the internet at <http://www.elec.state.nj.us/>.

2.10 STANDARDS PROHIBITING CONFLICTS OF INTEREST - The following prohibitions on contractor/vendor activities shall apply to all contracts or purchase agreements made with the Pinelands Commission, pursuant to Executive Order No. 189 (1988).

- a. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52: 13D-13g.
- b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any Pinelands Commission or State vendor shall be reported in writing forthwith by the vendor to the New Jersey Office of the Attorney General and the State Ethics Commission.
- c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State

officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he/she is employed or associated or in which he/she has an interest within the meaning of N.J.S.A. 52: 130-13g. Any relationships subject to this provision shall be reported in writing forthwith to the State Ethics Commission, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

- d. No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- e. No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his/her official position to secure unwarranted privileges or advantages for the vendor or any other person; and
- f. The provisions cited above in paragraphs 2.10a through 2.10e shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the State Ethics Commission may promulgate under paragraph 3c of Executive Order No. 189.

2.11 NOTICE TO ALL CONTRACTORS SET-OFF FOR STATE TAX NOTICE - Pursuant to N.J.S.A. 54:49-19, effective January 1, 1996, and notwithstanding any provision of the law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods or services at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to setoff that taxpayer's or shareholder's share of the payment due the taxpayer, partnership, or S corporation. The amount set off shall not allow for the deduction of any expenses or other deductions which might be attributable to the taxpayer, partner or shareholder subject to set-off under this act.

The Director of the Division of Taxation shall give notice of the set-off to the taxpayer and provide an opportunity for a hearing within thirty (30) days of such notice under the procedures for protests established under R.S. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest under this section shall stay the collection of the indebtedness. Interest that may be payable by the Pinelands Commission, pursuant to P.L. 1987, c.184 (c.52:32-32 et seq.), to the taxpayer shall be stayed.

2.12 COMPLIANCE - LAWS - The contractor/vendor must comply with all local, State and

Federal laws, rules and regulations applicable to this contract and to the goods delivered and/or services performed hereunder.

2.13 COMPLIANCE – STATE LAWS - It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.

2.14 WARRANTY OF NO SOLICITATION ON COMMISSION OR CONTINGENT FEE BASIS - The contractor/vendor warrants that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor/vendor for the purpose of securing business. If a breach or violation of this section occurs, the Pinelands Commission shall have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

2.15 DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS – The contractor/vendor should submit the Disclosure of Investigations and Other Actions Form which provides a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years, including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. If a contractor/vendor does not submit the form with the Quote or Bid, the Contractor must comply within seven (7) business days of the Pinelands Commission's request or the Commission may deem the Quote or Bid non-responsive.

2.16 DISCLOSURE OR PROHIBITED ACTIVITIES WITH RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.01 et seq. (P.L.2022, c.3), a person or entity seeking to enter into or renew a contract for the provision of goods or services shall certify that is not identified on the list of persons or entities engaging in prohibited activities in Russia or Belarus. Consistent with the federal law, the list of persons and entities engaging in prohibited activities in Russia or Belarus shall consist of all persons and entities appearing on the list of Specially Designated Nationals and Blocked Persons promulgated by the Office of Foreign Assets Control (OFAC) on account of activity relating to Russia or Belarus.

3. STATE LAW REQUIRING MANDATORY COMPLIANCE BY CONTRACTORS UNDER CIRCUMSTANCES SET FORTH IN LAW OR BASED ON THE TYPE OF CONTRACT

3.1 COMPLIANCE - CODES – The contractor/vendor must comply with New Jersey Uniform Construction Code and the latest National Electrical Code⁷⁰, B.O.C.A. Basic Building code, Occupational Safety and Health Administration and all applicable codes for this requirement. and all applicable codes for this requirement. The contractor/vendor shall be

responsible for securing and paying all necessary permits, where applicable.

3.2 PREVAILING WAGE ACT – The New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq. is hereby made part of every contract entered into on behalf of the Pinelands Commission, except those contracts which are not within the contemplation of the Act. The contractor's/vendor's signature on the proposal/bid is his/her guarantee that neither he/she nor any subcontractors he/she might employ to perform the work covered by the proposal/bid has been suspended or debarred by the Commissioner, Department of Labor and Workforce Development for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contractor Registration Acts; the contractor's/vendor's signature on the proposal/bid is also his/her guarantee that he/she and any subcontractors he/she might employ to perform the work covered by the proposal/bid shall comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

3.3 PUBLIC WORKS CONTRACTOR REGISTRATION ACT - The New Jersey Public Works Contractor Registration Act requires all contractors, subcontractors and lower tier subcontractor(s) who engage in any contract for public work as defined in N.J.S.A. 34:11-56.26 be first registered with the New Jersey Department of Labor and Workforce Development pursuant to N.J.S.A. 34:11-56.51. Any questions regarding the registration process should be directed to the Division of Wage and Hour Compliance at (609) 292-9464.

3.4 PUBLIC WORKS CONTRACT - ADDITIONAL AFFIRMATIVE ACTION REQUIREMENTS -

N.J.S.A. 10:2-1 requires that during the performance of this contract, the contractor/vendor must agree as follows:

- a) In the hiring or persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under the contract, no contractor/vendor, nor any person acting on behalf of such contractor/vendor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b) No contractor/vendor, subcontractor, nor any person on his/her behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance or work under this contract or any subcontract hereunder, or engaged in procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c) There may be deducted from the amount payable to any contractor/vendor by the Pinelands Commission, under this contract, a penalty of \$50.00 for each person for each

calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

- d) This contract may be canceled or terminated by the Pinelands Commission, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor/vendor from the Pinelands Commission of any prior violation of this section of the contract.

N.J.S.A. 10:5-33 and N.J.A.C. 17:27-3.5 require that during the performance of this contract, the contractor/vendor must agree as follows:

- a) The contractor/vendor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor/vendor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;
- b) The contractor/vendor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor/vendor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;
- c) The contractor/vendor or subcontractor where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Pinelands Commission's contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

N.J.A.C. 17:27-3.7 requires all contractors and subcontractors, if any, to further agree as follows;

- 1. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
- 2. The contractor or subcontractor agrees to inform in writing its appropriate

recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

3. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
4. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of State of New Jersey, and applicable Federal law and applicable Federal court decisions.

3.5 BUILDING SERVICE – Pursuant to N.J.S.A. 34:11-56.58 et seq., in any contract for building services, as defined in N.J.S.A. 34:11-56.59, the employees of the contractor or subcontractors shall be paid prevailing wage for building services rates, as defined in N.J.S.A. 34:11.56.59. The prevailing wage shall be adjusted annually during the term of the contract.

3.6 THE WORKER AND COMMUNITY RIGHT TO KNOW ACT - The provisions of N.J.S.A.34:5A-1 et seq. which requires the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the Pinelands Commission must be labeled by the contractor/vendor in compliance with the provisions of the statute.

3.7 SERVICE PERFORMANCE WITHIN U.S. – Under N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Pinelands Commission shall be performed within the United States, except when the Pinelands Commission’s contracting officer certifies in writing a finding that a service required by the Pinelands Commission cannot be provided by a contractor/vendor or subcontractor within the United States and the certification is approved by the Pinelands Commission’s Executive Director.

A shift to performance of services outside the United States during the term of the contract shall be deemed a breach of contract. If, during the term of the contract, the contractor/vendor or subcontractor, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract, which contract shall be subject to termination for cause pursuant to Section 5.7(b)(1) of the Standard Terms and Conditions, unless previously approved by the Pinelands Commission’s contracting officer and its Executive Director.

3.8 BUY AMERICAN – Pursuant to N.J.S.A. 52:32-1, if manufactured items or farm products will be provided under this contract to be used in a public work, they shall be manufactured or produced in the United States, whenever available, and the contractor/vendor shall be required to so certify.

3.9 DOMESTIC MATERIALS – Pursuant to N.J.S.A. 52:33-2 et seq., if the contract is for the construction, alteration or repair or any public work, the contractor/vendor and all subcontractors shall use only domestic materials in the performance of the work unless otherwise noted in the specifications.

3.10 DIANE B. ALLEN EQUAL PAY ACT – Pursuant to N.J.S.A. 34:11-56.14 and N.J.A.C. 12:10-1.1. et seq., a contractor/vendor performing “qualifying services” or “public work” to the State or any agency or instrumentality of the State, which includes the Pinelands Commission, shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templated see: <https://nj.gov/labor/equalpay/equalpay.html>

3.11 EMPLOYEE MISCLASSIFICATION – In accordance with [Governor Murphy's Executive Order #25](#) and the [Task Force's July 2019 Report](#), employers are required to properly classify their employees. Workers are presumed to be employees and not independent contractors, unless the employer can demonstrate all three factors of the “ABC Test” below:

- a. Such individual has been and will continue to be free from control or direction of the performance of such service, but under his or her contract of service and in fact; and
- b. Such service is either outside the usual course of business for which such service is performed, or that such service is performed outside of all places of business of the enterprise for which such service is performed; and
- c. Such individual is customarily engaged in an independently established trade, occupation, profession or business.

This test has been adopted by New Jersey under its Wage & Hour, Wage Payment and Unemployment Insurance Laws to determine whether a worker is properly classified. Under N.J.S.A. 34:1A-1.17 – 1.19, the Department of Labor and Workforce Development has the authority to investigate potential violations of these laws and issue penalties and stop work orders to employers found to be in violation of the laws.

3.12 CYBERSECURITY INCIDENT REPORTING REQUIREMENT – Pursuant to N.J.S.A. 52:17B-193.2 et seq. (P.L.2023, c.19), contractors/vendors that have access to, or host the Pinelands Commission’s network(s), system(s), application(s), or information shall report Cybersecurity Incidents to the New Jersey Office of Homelands Security and Preparedness (NJ OHSP) at <https://www.cyber.nj.gov/report/> within 72 hours of when the contractor/vendor reasonably believes that a Cybersecurity Incident has occurred.

Consistent with N.J.S.A. 52:17B-193.2, “Cybersecurity Incident” means a malicious or suspicious event occurring or conducted through a computer network that jeopardizes the integrity, confidentiality, or availability of an information system or the information the system processes, stores or transmits.

Consistent with N.J.S.A. 52:17B-193.3(f), any Cybersecurity Incident notification submitted to the NJ OHSP shall be deemed confidential, non-public, and not subject to the provisions of P.L.1963, c.73 (C.47:1A-1 et seq.) commonly known as the New Jersey Open Public Records Act, as amended and supplemented, and may not be discoverable in any civil or criminal action or subject to subpoena, unless the subpoena is issued by the New Jersey State Legislature and deemed necessary for the purposes of legislative oversight.

This reporting required by N.J.S.A. 52:17B-193.2 et seq. (P.L.2023, c.19) to NJ OHSP is in addition to the contractor’s/vendor’s responsibility to report Security Incidents to the Pinelands Commission. The contractor/vendor shall give notice of the Cybersecurity Incident to the Pinelands Commission as soon as possible, but not less than one business day after the contractor/vendor reasonably believes that Cybersecurity Incident has occurred.

3.8

4. INDEMNIFICATION AND INSURANCE

4.1 INDEMNIFICATION - The contractor’s liability to the Pinelands Commission and its employees in third party suits shall be as follows:

- (a) Indemnification for Third Party Claims - The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Pinelands Commission and its employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract, including liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
- (b) The contractor’s indemnification and liability under subsection (a) is not limited by, but is in addition to the insurance obligations contained in Section 4.2 of these Terms and Conditions.
- (c) In the event of a patent and copyright claim or suit, the contractor, at its option, may: (1) procure for the Pinelands Commission the legal right to continue the use of the product; (2) replace or modify the product to provide a non-infringing product that is the functional equivalent; or (3) refund the purchase price less a reasonable allowance for use that is agreed to by both parties.

4.2 INSURANCE - The contractor shall secure and maintain in force for the term of the

contract insurance as provided herein. All required insurance shall be provided by insurance companies with an A-VIII or better rating by A.M. Best & Company. All policies must be endorsed to provide 30 days' written notice of cancellation or material change to the Pinelands Commission at the address shown below. If the contractor's insurer cannot provide 30 days written notice, then it will become the obligation of the contractor to provide same. The contractor shall provide the Pinelands Commission with current certificates of insurance for all coverages and renewals thereof, and the certificates shall reflect that the insurance policies shall not be canceled for any reason except after sixty (60) days written notice to the Pinelands Commission. Certificates of renewals shall be provided within thirty (30) days of the expiration of the insurance. The contractor shall not begin to provide services or goods to the Pinelands Commission until evidence of the required insurance is provided. The certificates of insurance shall indicate the contract number or purchase order number and title of the contract in the Description of Operations box and shall list the Pinelands Commission, 15C Springfield Road, PO Box 359, New Lisbon, NJ 08064 in the Certificate Holder box. The certificates and any notice of cancelation shall be emailed to the Pinelands Commission at:

Jessica.Lynch@pinelands.nj.gov

The insurance to be provided by the contractor shall be as follows:

- a. Occurrence Form Commercial General Liability Insurance or its equivalent: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The above required Comprehensive General Liability Insurance policy or its equivalent shall name the Pinelands Commission, its officers, and employees as "Additional Insureds" and include the blanket additional insured endorsement or its equivalent. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic Commercial General Liability Insurance occurrence coverage forms or its equivalent currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage.
- b. Automobile Liability Insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000.00 per occurrence as a combined single limit. The Pinelands Commission must be named as an "Additional Insured" and a blanket additional insured endorsement or its equivalent must be provided when the services being procured involve vehicle use on the Pinelands Commission's behalf or on Pinelands Commission controlled property.
- c. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits not less than:

\$1,000,000 BODILY INJURY, EACH OCCURRENCE
\$1,000,000 DISEASE EACH EMPLOYEE
\$1,000,000 DISEASE AGGREGATE LIMIT

- d. This \$1,000,000.00 amount may have been raised by the RFP when deemed necessary by the Executive Director.

5. TERMS GOVERNING ALL CONTRACTS

5.1 CONTRACTOR IS INDEPENDENT CONTRACTOR – The contractor's status shall be that of any independent contractor and not as an employee of the Pinelands Commission.

5.2 FORCE MAJEURE – Neither party will be liable to the other for any delay or inability to perform its obligations if such delay or inability arises from an act of God, fire, natural disaster, act of war (declared or undeclared), act of terrorism (domestic or international), riot, civil disturbance, pandemic or other health crisis (arising during the term of the contract.) In the event of such a delay or inability to perform, the time of performance will be extended by a reasonable amount of time under the specific circumstances and to a mutually agreed-upon date sufficient to allow the contractor/vendor to perform the work delayed by the Force Majeure

5.3 CONTRACT AMOUNT - The estimated amount of the contract(s), when stated on the RFP form, shall not be construed as either the maximum or minimum amount which the Pinelands Commission shall be obliged to order as the result of the RFP or any contract entered into as a result of the RFP.

5.4 CONTRACT TERM AND EXTENSION OPTION - If, in the opinion of the Executive Director, it is in the best interest of the Pinelands Commission to extend a contract, the contractor/vendor shall be so notified of the Executive Director's Intent at least thirty (30) days prior to the expiration date of the existing contract. The contractor/vendor shall have fifteen (15) calendar days to respond to the Executive Director's request to extend the term and period of performance of the contract. If the contractor agrees to the extension, all terms and conditions including but not limited to pricing of the original contract shall apply unless more favorable terms for the Pinelands Commission have been negotiated.

5.5 PINELANDS COMMISSION'S OPTION TO REDUCE SCOPE OF WORK

– The Pinelands Commission has the option, in its sole discretion, to reduce the scope of work for any deliverable, task or subtask called for under this contract. In such an event, the Executive Director shall provide to the contractor advance written notice of the change in scope of work and what the Executive Director believes should be the corresponding adjusted contract price. Within five (5) business days of receipt of such written notice, if either is applicable:

- (a) If the contractor does not agree with the Executive Director's proposed adjusted contract price, the contractor shall submit to the Executive Director any additional information that the contractor believes impacts the adjusted contract price with a request that the Executive Director reconsider the proposed adjusted contract price. The parties shall negotiate the adjusted contract price. If the parties are unable to

agree on an adjusted contract price, the Executive Director shall make a prompt decision taking all such information into account and shall notify the contractor of the final adjusted contract price.

- (b) If the contractor has undertaken any work effort toward a deliverable, task or subtask that is being changed or eliminated such that it would not be compensated under the adjusted contract, the contractor shall be compensated for such work effort according to the applicable portions of its price schedule and the contractor shall submit to the Executive Director an itemization of the work effort already completed by deliverable, task or subtask within the scope of work, and any additional information the Executive Director may request. The Executive Director shall make a prompt decision taking all such information into account and shall notify the contractor of the compensation to be paid for such work effort.

Any changes or modifications in the terms of this contract shall be valid only when they have been reduced to writing and signed by the contractor and Executive Director.

5.6 CHANGE IN LAW – If, after award, a change in applicable law or regulation affects the this contract, the parties shall amend the contract, whether adding new work required by the law or to eliminate work no longer required by the law. along with a commensurate price change. The parties shall negotiate the terms of the change in good faith. However, if an agreement is not possible after reasonable efforts, the Executive Director shall make a prompt decision taking all relevant information into account, and shall notify the contractor, in writing, of the final adjusted scope of work and contract price.

5.7 SUSPENSION OF WORK - The Pinelands Commission may, for valid reason, issue a stop order directing the contractor to suspend work under the contract for a specific time. The contractor shall be paid for goods ordered, goods delivered, or services requested and performed until the effective date of the stop order. The contractor shall resume work upon the date specified in the stop order or upon such other date as the Pinelands Commission's Executive Director may thereafter direct in writing. The period of suspension shall be deemed added to the contractor's approved schedule of performance.

5.8 TERMINATION OF CONTRACT

a. For Convenience

Notwithstanding any provision or language in this contract to the contrary, the Executive Director may terminate this contract at any time, in whole or in part, for the convenience of the Pinelands Commission, upon no less than thirty (30) days written notice to the contractor.

b. For Cause

1. Where a contractor fails to perform or comply with a contract or a portion thereof, and/or fails to comply with the complaints procedure in N.J.A.C. 17:12-4.2 et seq., the Executive Director may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor with an

opportunity to respond.

2. Where in the reasonable opinion of the Executive Director, a contractor continues to perform a contract poorly as demonstrated by e.g., formal complaints, late delivery, poor performance of service, short-shipping, so that the Executive Director is required to use the complaints procedure in N.J.A.C. 17:12-4.2 et seq., and there has been a failure on the part of the contractor to make progress towards ameliorating the issue(s) or problem(s) set forth in the complaint, the Executive Director may terminate the contract, in whole or in part, upon ten (10) days' notice to the contractor with an opportunity to respond.

- c. In cases of emergency the Executive Director may shorten the time periods of notification and may dispense with an opportunity to respond.
- d. In the event of termination under this section, the contractor shall be compensated for work performed in accordance with the contract, up to the date of termination. Such compensation may be subject to adjustments.

5.8 SUBCONTRACTING OR ASSIGNMENT

- a. Subcontracting: The contractor may not subcontract other than as identified in the contractor's proposal without the prior written consent of the Executive Director. Such consent, if granted in part, shall not relieve the contractor of any of his/her responsibilities under the contract, nor shall it create privity of contract between the Pinelands Commission and any subcontractor. If the contractor uses a subcontractor to fulfill any of its obligations, the contractor shall be responsible for the subcontractor's:
(a) performance; (b) compliance with all of the terms and conditions of the contract; and
(c) compliance with the requirements of all applicable laws.
- b. Assignment: The contractor may not assign its responsibilities under the contract, in whole or in part, without the prior written consent of the Executive Director
- c.

No Contractual Relationship: Nothing contained in any of the contract documents, including the RFP and vendor's bid or proposal shall be construed as creating any contractual relationship between any subcontractor and the Pinelands Commission.

5.9 MERGERS, ACQUISITIONS - If, during the term of this contract, the contractor shall merge with or be acquired by another firm, the contractor shall give notice to the Executive Director as soon as practicable and in no event longer than thirty (30) days after said merger or acquisition. The contractor shall provide such documents as may be requested by the Executive Director, which may include but need not be limited to the following: corporate resolutions prepared by the awarded contractor and new entity ratifying acceptance of the original contract, terms, conditions and prices; updated information including ownership disclosure and Federal Employer Identification Number. The documents must be submitted within thirty (30) days of the request. Failure to do so may result in termination of the contract for cause.

If, at any time during the term of the contract, the contractor's partnership, limited liability company, limited liability partnership, professional corporation, or corporation shall dissolve, the Executive Director must be so notified. All responsible parties of the dissolved business entity must submit to the Executive Director in writing, the names of the parties proposed to perform the contract, and the names of the parties to whom payment should be made. No payment shall be made until all parties to the dissolved business entity submit the required documents to the Executive Director.

5.10 PERFORMANCE GUARANTEE OF CONTRACTOR - The contractor hereby certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. All equipment supplied to the Pinelands Commission and operated by electrical current is UL listed where applicable.
- c. All new machines are to be guaranteed as fully operational for the period stated in the contract from time of written acceptance by the Pinelands Commission. The contractor shall render prompt service without charge, regardless of geographic location.
- d. Sufficient quantities of parts necessary for proper service to equipment shall be maintained at distribution points and service headquarters.
- e. Trained mechanics are regularly employed to make necessary repairs to equipment in the territory from which the service request might emanate within a 48-hour period or within the time accepted as industry practice.
- f. During the warranty period the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- g. All services rendered to the Pinelands Commission shall be performed in strict and full accordance with the specifications stated in the contract. The contract shall not be considered complete until final approval by the Pinelands Commission is rendered.

5.11 DELIVERY REQUIREMENTS –

- a. Deliveries shall be made at such time and in such quantities as ordered in strict accordance with conditions contained in the contract.
- b. The contractor shall be responsible for the delivery of material in first class condition to the Pinelands Commission or the purchaser under this contract and in accordance with good commercial practice.
- c. Items delivered must be strictly in accordance with the contract.
- d. In the event delivery of goods or services is not made within the number of days stipulated or under the schedule defined in the contract, the Pinelands Commission shall be authorized to obtain the material or service from any available source, the difference in price, if any, to be paid by the contractor.

5.12 APPLICABLE LAW AND JURISDICTION - This contract and any and all litigation

arising therefrom or related thereto shall be governed by the applicable laws, regulations and rules of evidence of the State of New Jersey without reference to conflict of laws principles and shall be filed in the appropriate Division of the New Jersey Superior Court.

5.13 CONTRACT AMENDMENT – Except as provided herein, the contract may only be amended by written agreement of the Pinelands Commission and the contractor.

5.14 MAINTENANCE OF RECORDS - The contractor shall maintain records for products and/or services delivered against the contract for a period of five (5) years from the date of final payment unless otherwise specified in the RFP. Such records shall be made available to the Pinelands Commission, for audit and review.

5.15 ASSIGNMENT OF ANTITRUST CLAIM(S) - The contractor recognizes that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the ultimate purchaser. Therefore, and as consideration for executing this contract, the contractor, acting herein by and through its duly authorized agent, hereby conveys, sells, assigns, and transfers to the Pinelands Commission, all right, title and interest to all claims and causes of action it may now or hereafter acquire under the antitrust laws of the United States or the State of New Jersey, relating to the particular goods and services purchased or acquired by the Pinelands Commission pursuant to this contract

In connection with this assignment, the following are the express obligations of the contractor:

- a. It shall take no action that will in any way diminish the value of the rights conveyed or assigned hereunder.
- b. It shall advise the Attorney General of New Jersey:
 1. in advance of its intention to commence any action on its own behalf regarding any such claim or cause(s) of action;
 2. Immediately upon becoming aware of the fact that an action has been commenced on its behalf by some other person(s) of the pendency of such action.
- c. It shall notify the defendants in any antitrust suit of the within assignment at the earliest practicable opportunity after the contractor has initiated an action on its own behalf or becomes aware that such an action has been filed on its behalf by another person. A copy of such notice shall be sent to the Attorney General of New Jersey.
- d. It is understood and agreed that in the event any payment under any such claim or cause of action is made to the contractor, it shall promptly pay over to the Pinelands Commission the allotted share thereof, if any, assigned to the Pinelands Commission hereunder.

5.16 NEWS RELEASES – The contractor/vendor is not permitted to issue news releases pertaining to any aspect of the services provided under this contract without the prior written consent of the Executive Director

5.17 ADVERTISING -The contractor/vendor shall not use the State's name, seal, or logos as part of any commercial advertising without first obtaining the prior written consent of the New Jersey Secretary of State. The contractor/vendor shall not use the Pinelands Commission's name, seal, or logos as part of any commercial advertising without first

obtaining the prior written consent of the Pinelands Commission.

- 5.18 LICENSES AND PERMITS – The contractor/vendor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. Notwithstanding the requirements of the Bid Solicitation, the contractor shall supply the Pinelands Commission with evidence that all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the contractor/vendor in its quote/bid.

5.19 CLAIMS AND REMEDIES

- a. All claims asserted against the Pinelands Commission by the contractor/vendor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and/or under the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.
- b. Nothing in this contract shall be construed to be a waiver by the Pinelands Commission of any warranty, express or implied, of any remedy at law or equity, except as specifically and expressly stated in a writing by the Executive Director.
- c. In the event the contractor/vendor fails to comply with any material contract requirement, the Executive Director may take steps to terminate this contract in accordance with the Pinelands Commission's Terms and Conditions, authorize delivery of contract by any means, with the difference between the price paid and the defaulting contractor's/vendor's price either being deducted from any monies due the defaulting contractor/vendor or being an obligation owed to the Pinelands Commission by the Contractor, as provided for in the State administrative code, or take any other action or seek any other remedies available at law or in equity.

5.20 CONFIDENTIALITY

- a. The obligations of the Pinelands Commission under this provision are subject to the New Jersey Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq., the New Jersey common law right to know, and any other document request or subpoena.
- b. By virtue of this contract, the parties may have access to information that is confidential to one another. The parties agree to disclose to each other only information that is required for the performance of their obligations under this contract. Contractor's/Vendor's Confidential Information, to the extent not expressly prohibited by the law, shall consist of all information clearly identified as confidential at the time of disclosure to the Pinelands Commission. Notwithstanding the previous sentence, the terms and pricing of this contract are subject to disclosure under OPRA, the common law right to know, and any other lawful document request or subpoena.
- c. The Pinelands Commission's confidential information shall consist of all information or data contained in documents supplied by it, any information or data

gathered by the contractor/vendor in fulfillment of the of the contract and any analysis thereof (whether in fulfillment of the contract or not).

- d. A party's confidential information shall not include information that: (1) is or becomes a part of the public domain through no act or omission of the other party, except that if the information is personally identifying to a person or entity regardless of whether it has become part of the public domain through other means, the other party must maintain full efforts under the contract to keep it confidential; (2) was in the other party's lawful possession prior to the disclosure and had not be obtained by the other party either directly or indirectly form the disclosing party; (3) is lawfully disclosed to the other party by a third party without restriction on the disclosure; or (4) in independently developed by the other party.
- e. The Pinelands Commission agrees to hold the contractor's/vendor's confidential information in confidence, using at least the same degree of care used to protect its own confidential information.
- f. In the event that the Pinelands Commission receives a request for the contractor's/vendor's confidential information related to this contract pursuant to a court order, subpoena, or other operation of law, the Pinelands Commission agrees, if permitted by law, to provide the contractor/vendor with as much notice, in writing as is reasonably practicable and the Pinelands Commission's intended response to such order of law. Contractor/Vendor shall take any action it deems appropriate to protects its documents and/or information.
- g. In the event the contractor/vendor receives a request for the Pinelands Commission confidential information related to this contract pursuant to a court order, subpoena, or other operation of law, the contractor/vendor shall, if permitted by law, to provide the Pinelands Commission with as much notice, in writing as is reasonably practicable and the Contractor's intended response to such order of law. The Pinelands Commission shall take any action it deems appropriate to protect its documents and/or information.
- h. Notwithstanding the requirements of nondisclosure described in this Section, with party may release the other party's confidential information:
 - (1) directed to do so by a court or arbitrator of competent jurisdiction; or
 - (2) pursuant to a lawfully issued subpoena or other lawful document request:
 - (a) in the case of the Pinelands Commission, if the Commission determines the documents or information are subject to disclosure and contractor/vendor does not exercise it right as described in 5.20(f), or if the contractor/vendor is unsuccessful in defending its rights as described in Section 5.20(f); or
 - (b) in the case of the contractor/vendor, if the contractor/vendor determines the

documents or information are subject to disclosure and the Pinelands Commission does not exercise its rights as described in Section 5.20(g), or if the Pinelands Commission is unsuccessful in defending its rights as described in Section 5.20(g).

6. TERMS RELATING TO PRICE AND PAYMENT

6.1 PRICE FLUCTUATION DURING CONTRACT - Unless otherwise agreed to in writing by the Pinelands Commission, all prices quoted shall be firm through issuance of contract or purchase order and shall not be subject to increase during the period of the contract.

In the event of a manufacturer's or contractor's price decrease during the contract period, the Pinelands Commission shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period. The Executive Director must be notified, in writing, of any price reduction within five (5) days of the effective date.

Failure to report price reductions may result in cancellation of contract for cause, pursuant to provision 5.8(b)1.

In an exceptional situation the Pinelands Commission may consider a price adjustment. Requests for price adjustments must include justification and documentation.

6.2 TAX CHARGES – The Pinelands Commission is exempt from State sales or use taxes and Federal excise taxes. Therefore, price quotations must not include such taxes. The State Federal Excise Tax Exemption number is 22-75-0050K.

6.3 PAYMENT TO VENDORS -

- a. The Pinelands Commission is authorized to order and the contractor/vendor is authorized to ship only those items covered by the contract resulting from the RFP. If a review of orders placed by the Pinelands Commission reveals that goods and/or services other than that covered by the contract have been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Executive Director as a basis to terminate the contract and/or not award the contractor/vendor a subsequent contract. The Executive Director may take such steps as are necessary to have the items returned, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor/vendor shall reimburse the Pinelands Commission the full purchase price.
- b. The contractor/vendor must submit invoices to the Pinelands Commission with supporting documentation evidencing that work or goods for which payment is sought has been satisfactorily completed or delivered. For commodity contracts, the invoice, together with the Bill of Lading, and/or other documentation must be sent to the Pinelands Commission prior to payment. For contracts featuring services, invoices must reference the tasks or subtasks detailed in the Scope of Work section of the RFP and must be in strict accordance with the firm, fixed prices submitted for each task or subtask on

the RFP pricing sheet(s). When applicable, invoices should reference the appropriate task or subtask and the price sheet line number from the contractor's bid proposal. All invoices must be approved by the Pinelands Commission before payment will be authorized.

- c. In all time and materials contracts, the Pinelands Commission shall monitor and approve the hours of work and the work accomplished by contractor/vendor and shall document both the work and the approval. Payment shall not be made without such documentation.
- d. The contractor shall provide, on a monthly and cumulative basis, a breakdown in accordance with the budget submitted, of all monies paid to any small business, minority or woman-owned subcontractor(s). This breakdown shall be sent to Purchasing, 15 Springfield Rd, New Lisbon, NJ 08064.

6.4 NEW JERSEY PROMPT PAYMENT ACT - The New Jersey Prompt Payment Act, N.J.S.A. 52:32-32 et seq. requires state agencies, including the Pinelands Commission, to pay for goods and services within sixty (60) days of the agency's receipt of a properly executed payment voucher or within sixty (60) days of receipt and acceptance of goods and services, whichever is later. Properly executed performance security, when required, must be received by the Pinelands Commission prior to processing any payments for goods and services accepted by it. Interest will be paid on delinquent accounts at a rate established by the State Treasurer. Interest shall not be paid until it exceeds \$5.00 per properly executed invoice.

Cash discounts and other payment terms included as part of the original agreement are not affected by the Prompt Payment Act.

6.5 AVAILABILITY OF FUNDS – The Pinelands Commission's obligation to make payment under this contract is contingent upon the availability of appropriated funds and receipt of revenues from which payment for contract purposes can be made. No legal liability on the part of the Pinelands Commission for payment of any money shall arise unless and until funds are appropriated each fiscal year to the Pinelands Commission by the State Legislature and made available through receipt of revenues.

6.6 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)-Following the opening of bid proposals, the Pinelands Commission may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the consulting services offered, the terms and conditions, and/or the price of a proposed contract award, with any bidder, and/or solicit a Best and Final Offer (BAFO) from one or more bidders.

Initially, the Evaluation Committee will conduct a review of all the bid proposals and, if necessary, select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the Pinelands Commission, price and other factors considered. The Committee shall not be required to contact all bidders to negotiate and/or to submit a BAFO.

In response to the Pinelands Commission's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original proposal in any revised proposal. However, any revised proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the Pinelands Commission's request for a BAFO, bidders may submit a revised proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised proposal that is higher in price than the original will be rejected as non-responsive and the original bid proposal will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO(s), the Evaluation Committee will complete its evaluation and will prepare an Award Recommendation to the Executive Director. The Evaluation Committee's Award Recommendation will include the responsive bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the Pinelands Commission, price and other factors considered.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for negotiation or BAFO, any revised bid proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award is issued.

Current as of 1/2025



SOURCE DISCLOSURE FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

The Vendor/Bidder submits this Form in response to a Bid Solicitation issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property, in accordance with the requirements of N.J.S.A. 52:34-13.2.

PART 1

☐

All services will be performed by the Contractor and Subcontractors in the United States. Skip Part 2.

☐

Services will be performed by the Contractor and/or Subcontractors outside of the United States. **Complete Part 2.**

PART 2

Where services will be performed outside of the United States, please list every country where services will be performed by the Contractor and all Subcontractors. If any of the services cannot be performed within the United States, the Contractor shall state, with specificity, the reasons why the services cannot be performed in the United States. The Director of the Division of Purchase and Property will review this justification and if deemed sufficient, the Director may seek the Treasurer's approval.

Name of Contractor / Sub-contractor	Performance Location by Country	Description of Service(s) to be Performed Outside of the United States *	Reason Why the Service(s) Cannot be Performed in the United States *

**Attach additional sheets if necessary to describe which service(s), if any, will be performed outside of the U.S. and the reason(s) why the service(s) cannot be performed in the U.S.*

Any changes to the information set forth in this Form during the term of any Contract awarded under the referenced Bid Solicitation or extension thereof shall be immediately reported by the Contractor to the Director of the Division of Purchase and Property. If during the term of the Contract, the Contractor shifts the location of services outside the United States, without a prior written determination by the Director, the Contractor shall be deemed in breach of Contract, and the Contract will be subject to termination for cause pursuant to the State of New Jersey Standard Terms and Conditions.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

TO: The Pinelands Commission

I, _____ residing in _____
(Name of affidavit) (Name of Town)

in the County of _____ and State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or Position) (Name of firm)

The bidder making this Proposal for the bid proposal entitled _____, and
that I executed the said proposal with full _____
(Proposal Name)

Authority to do so, that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the New Jersey Pinelands Commission relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(Name of Firm)

(Signature)

(Type or print Name)



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

1. The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary. Yes No
2. The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary. Yes No
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor.
3. The vendor is a **corporation, partnership, or limited liability company**; and therefore, disclosure is necessary. Yes No
If you answered **YES** to Question 3, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein.*

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered **YES** to Question 4, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.*

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.*

* Attach additional sheets if necessary



MACBRIDE PRINCIPLES FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to N.J.S.A. 52:34-12.2, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

☐

The Vendor/Bidder has no business operations in Northern Ireland; or

OR

☐

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



NO BID RESPONSE FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

Bid or Quote Name and Number _____

Bid or Quote Opening Date: _____

If you decide not to submit a bid or quote, won't you please complete the following?

We are not submitting a bid for the following reason(s)?

- ☐ Can not comply with specifications
- ☐ Unable to meet Delivery
- ☐ Can not comply with terms/conditions. (Please state which ones.)
- ☐ Do not sell/manufacture type of items involved.
- ☐ Not interested at this time.
- ☐ We do ☐ do not ☐ want to remain on the mailing list for future bid.

Other: _____

Please make any changes, if necessary.

Company Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person _____ Title: _____

Telephone Number _____ Fax Number: _____

**Please return to Jessica Lynch by Fax 609-894-7334 or email at RFP@pinelands.nj.gov.

INFORMATION AND INSTRUCTIONS

For Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Chapter 51 Form

Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

State Agency Instructions: Prior to the awarding of a contract, the State Agency should first use NJSTART (<https://www.njstart.gov/bso/>) to check the status of a vendor’s Chapter 51 certification before contacting the Review Unit’s mailbox at CD134@treas.nj.gov. If the State Agency does not find any Chapter 51 Certification information in NJSTART and/or the vendor is not registered in NJSTART, then the State Agency should send an e-mail to CD134@treas.nj.gov to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

Instructions for Completing the Form

Part 1: BUSINESS ENTITY INFORMATION

Business Name – Enter the full legal name of the vendor, including trade name if applicable.

Address, City, State, Zip and Phone Number -- Enter the vendor's street address, city, state, zip code and telephone number.

Vendor Email – Enter the vendor’s primary email address.

Vendor FEIN – Please enter the vendor’s Federal Employment Identification Number.

Business Type - Check the appropriate box that represents the vendor's type of business formation.

Listing of officers, shareholders, partners or members - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

Name of Recipient - Enter the full legal name of the recipient.

Address of Recipient - Enter the recipient's street address.

Date of Contribution - Indicate the date the contribution was given.

Amount of Contribution - Enter the dollar amount of the contribution.

Type of Contribution - Select the type of contribution from the examples given.

Contributor's Name - Enter the full name of the contributor.

Relationship of the Contributor to the Vendor - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity.

(No additional Certification and Disclosure forms are required if BOX A is checked.)

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

Read the five statements of certification prior to signing.

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

State Agency Procedure for Submitting Form(s)

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: cd134@treas.nj.gov or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

Business Entity Procedure for Submitting Form(s)

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Questions & Information

Questions regarding Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>.

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>.



State of New Jersey
Department of the Treasury

Division of Purchase and Property

Two-Year Chapter 51/Executive Order 117 Vendor Certification and
Disclosure of Political Contributions

FOR STATE USE ONLY

Solicitation, RFP, or Contract No. _____ Award Amount _____

Description of Services _____

State Agency Name _____ Contact Person _____

Phone Number _____ Contact Email _____

☐ Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting
recertification ☐**

Part 1: Business Entity Information

Full Legal Business Name _____
(Including trade name if applicable)

Address _____

City _____ State _____ Zip _____ Phone _____

Vendor Email _____ Vendor FEIN (SS# if sole proprietor/natural person) _____

Check off the business type and list below the required information for the type of business selected.

MUST BE COMPLETED IN FULL

- ☐ Corporation: LIST ALL OFFICERS and any 10% and greater shareholder (If the corporation only has one officer, please write "sole officer" after the officer's name.)
- ☐ Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- ☐ Partnership: LIST ALL PARTNERS with any equity interest
- ☐ Limited Liability Company: LIST ALL MEMBERS with any equity interest
- ☐ Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

Also Note: "N/A will not be accepted as a valid response. Where applicable, indicate "None."

All Officers of a Corporation or PC

**10% and greater shareholders of a corporation
or all shareholders of a PC**

All Equity partners of a Partnership

All Equity members of a LLC

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.

1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. 19:44A-3(n)

2. Report below all contributions solicited or made during the 5 ½ years immediately preceding the commencement of negotiations or submission of a proposal to any:

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate
State Political Party Committee
County Political Party Committee

3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:

Municipal Political Party Committee
Legislative Leadership Committee

Full Legal Name of Recipient _____

Address of Recipient _____

Date of Contribution _____ Amount of Contribution _____

Type of Contribution (i.e. currency, check, loan, in-kind) _____

Contributor Name _____

Relationship of Contributor to the Vendor _____

If this form is not being completed electronically, please attach additional contributions on separate page.

Remove Contribution

Click the "Add a Contribution" tab to enter additional contributions.

Add a Contribution

☐ **Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.**

Part 3: Certification (Check one box only)

- (A) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) ☐ I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) ☐ I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) ☐ I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.
2. All reportable contributions made by or attributable to the business entity have been listed above.

3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
- (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
 - (ii) Any State, County or Municipal political party committee; OR
 - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
- (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
- (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name _____ Print Name _____

Title/Position _____ Date _____

Procedure for Submitting Form(s)

The contracting State Agency should submit this form to the Chapter 51 Review Unit when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

The business entity should return this form to the contracting State Agency. The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Forms should be submitted either electronically to: cd134@treas.nj.gov , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
PINELANDS COMMISSION
15 SPRINGFIELD ROAD, PO BOX 359, NEW LISBON, NJ 08064

BID SOLICITATION # AND TITLE: _____

VENDOR/BIDDER NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities

Relationship to Vendor/ Bidder

Description of Activities

Duration of Engagement

Anticipated Cessation Date

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

CONTRACT / BID SOLICITATION TITLE _____

CONTRACT / BID SOLICITATION No. _____

CHECK THE APPROPRIATE BOX

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3](#),¹ section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Description of Prohibited Activity

Attach Additional Sheets If Necessary.

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Vendor Name

¹ Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.