

Minutes of the Public Works Subcommittee of the Consolidation and
Shared Services Commission

November 22, 2010

Attendance: V. Haynes, chair; Anton Lahnston, Carol Golden, Alice K. Small, members of the Committee.
Scott Sittig, Joe Stefko of CGR.

The meeting was held by conference call and commenced at 11:15 and adjourned at 12:10.

1. Discussion of public works section of draft baseline report.

V. Haynes noted that the draft does not include information about facilities used by the public works departments of each municipality. Scott advised that CGR has not yet toured the facilities, and expects to accomplish that during their visit in January in conjunction with the January Commission meeting. The tour will also include the landfill and facilities of the sewer operating committee. Joe indicated that subcommittee members who would like to participate in that tour were welcome. Valerie, Alice and Anton said they were interested. Anton asked that CGR's discussion of the facilities include a description of how the facilities were utilized and whether the facility was used to the maximum possible or had room for expansion.

Scott reported that in CGR's interviews with the public works staff some differences in approach and philosophy were obvious. The draft baseline makes some mention of this. Anton asked that the narrative provide more discussion of these differences. Carol asked whether these differences would impede shared services between the departments? Joe and Scott reported that each superintendent said he could manage a department that served both municipalities, although each also pointed out the differences between the departments as they currently operate. Scott observed that there are a number of shared services with Lawrence Township, which raises the question of why there are not more between the borough and township.

Anton asked whether the subcommittee should also talk to Lawrence Twp and Mercer County. Joe agreed that was a good idea but cautioned that sequencing was important. Meetings between the subcommittee and borough and township public works superintendents should occur first. Joe recommended that the subcommittee schedule discussions with the borough and township superintendents after completion of the baseline report - perhaps in conjunction with the facility tour.

Anton requested that CGR drill down more on the intangible aspects of merging the two departments, recognizing that this is difficult to do in an empirical report. Joe and Scott agreed on the importance of this information, but suggested that this analysis is more appropriately an aspect of the options discussion in the final report.

2. Next steps.

It was agreed that the next subcommittee meeting will be in December, after committee members have had an opportunity to review the next draft of the baseline report.

Valerie asked committee members to advise of their availability during the third week of each month (i.e., the week before the regular Commission meeting) so that we can establish a regular meeting time and provide public notice. Committee members have previously said that a daytime meeting is preferable. Joe and Scott indicated they would be able to adapt their schedules to the time selected by the committee.

VWH