

**Minutes for the Joint Consolidation/ Shared Services Study Commission of
Princeton Borough
and
Princeton Township
August 15, 2012 – 5:35 p.m.
Township Municipal Building Committee Room, Princeton NJ**

CALL TO ORDER

The meeting was called to order at 5:35 p.m., with Chair Anton Lahnston reading the Open Public Meetings Act Statement:

The following is an accurate statement concerning the providing of notice of this meeting and said statement shall be entered in the minutes of this meeting.

Notice of this meeting as required by sections 4a, 3d, 13 and 14 of the Open Public Meetings Act has been provided to the public in the form of the written notice attached hereto,

On July 7, 2012, said notice was posted in the official bulletin board, transmitted to the Princeton Packet, the Trenton Times, the Town Topics, filed with the Township Clerk and posted on the Princeton Borough and Princeton Township websites.

ROLL CALL - ATTENDEES

Roll Call was called by Commission Chair Anton Lahnston. There was a quorum present, therefore, the meeting was held.

Commission Members Present – Anton Lahnston, (Chair), Valerie Haynes (Vice Chair), Liz Lempert (for Township Mayor Chad Goerner), Carol Golden , Barbara Trelstad, Heather Howard, and Department of Community Affairs (DCA) Representative Eugene McCarthy

Absent: Bernie Miller, Chad Goerner, Ryan Lilienthal, Patrick Simon, Alice Small.

REVIEW and APPROVE MINUTES FROM June 20, 2012 – Chair Lahnston asked if there were any changes to the minutes. Ms. Trelstad noted that on page two the acronym AFSME should be changed to AFSCME. A motion was made and seconded to approve the minutes with that change. All voted in favor of the motion.

ACKNOWLEDGEMENT OF THE WORK OF BILL METRO – Chair Lahnston welcomed Bill Metro – former member of the Commission – to the meeting. Members of the Commission

publicly thanked Bill for all of the work he had done most notably chairing the Police Subcommittee. Members of the Commission acknowledged his expertise, patience, and the fact that the members of the Commission could always count on Bill. Bill acknowledged his pleasure in serving on the Commission and making a contribution to Princeton. He also noted that it was necessary for him to resign in order to have his business avoid any appearance of conflict of interest.

DISCUSSION OF PROGRESS, DECISIONS, ISSUES AND/OR CONCERNS BY COMMISSION MEMBERS IN THEIR ADVISORY ROLE WITH THE TRANSITION TASK FORCE, THE TTF SUBCOMMITTEES, AND THE GOVERNING BODIES

Finance – Ms. Lempert reported that the Finance Subcommittee is looking at transition costs and making decisions about costs that are specifically attributable to the transition and distinguishing those that are due to some deferred spending over the past few years by the two governing bodies. She also noted that there is a gray area between the two where the finance committee needs to do more analysis. It was also reported that the department heads are working on budgets for 2013.

The Subcommittee is also preparing material for the State of NJ for the purpose of receiving reimbursement for transition costs. Chair Lahnston asked Ms. Lempert and Ms. Howard (both members of the Finance Subcommittee) to be diligent about true transition costs compared to costs that are convenient to attribute to the transition to consolidation.

Community Engagement – Carol Golden reported that there are plans developing for a celebration on December 31, 2012 to mark the transition to one Princeton. She also noted that Chair Lahnston made an offer to Ms. Mather (Chair of the Community Outreach Subcommittee) to work with the schools to develop some part of the curriculum focused on consolidation.

Boards, Commissions and Committees – most of the committees are State mandated and are regulated by ordinances, statutes and local law, per Mr. McCarthy. The Transition Task Force (TTF) and the municipal attorneys are in the process of drafting the new ordinances which will be presented to the governing bodies. DCA will also be involved in this process. The TTF is also meeting on August 15, 2012 (this evening – commencing at 7:00 p.m.), and the BCCs' are on the agenda.

Facilities – had nothing to report at this time.

IT - will be reporting at the TTF meeting this evening.

Personnel – Ms. Small serves on this Committee and was not present. Therefore, Ms. Howard provided a report stating that the Personnel proposal was presented at the Joint Council meeting and the governing bodies accepted the proposed recommendations made by the Personnel Subcommittee as well as the proposal by the Borough and Township Administrators. The medical proposal by the Personnel Subcommittee was also accepted.

Ms. Howard stated that the staff will be moving around in September and that Law Enforcement will move in the fall. KSS was contracted to do Phase 2 drawings on how the work space will

look. Also they will provide a timeline indicating which departments will be moving first. Most of the moves will be completed by the end of the year, including Corner House.

Public Safety – Work is currently being done on the vehicle fleet plan, per Acting Administrator Monzo. The dispatch center is also being worked on. Chair Lahnston said he had spoken to Administrator Bruschi and Lahnston believes good progress is being made..

Infrastructure and Operations - Ms. Trelstad said that the issue of leaf pick-up is being worked on but the details are currently still outstanding. The documentation of potential savings is being drafted by Bob Hough.

CHANGES IN THE COMMISSION

a. Changes in the Guidelines on “What Constitutes a Quorum”

This issue is carried over from the meeting held on June 20, 2012 at which time the Joint Consolidation/Shared Services Study Commission. discussed the guidelines on what constitutes a quorum.

A motion was made to change the requirement on what constitutes a quorum. The motion was to change the requirement to any six (6) members, regardless of whether they represent the Township or the Borough. Ms. Trelstad seconded the motion. All Commission members were in favor.

b. Change Alice Small’s Status from Alternate to Full Voting Member of the Commission

A motion was made by Mrs. Golden to change Mrs. Alice Small’s status from alternate to full voting member of the Commission. The motion was seconded by Ms. Trelstad. All Commission members voted in favor thereof.

REVIEW AND DISCUSSION OF THE RATIONALE FOR TWO CONSOLIDATION DOCUMENTS

There are two consolidation documents being prepared, per Chair Lahnston. CGR is preparing one document – a report -- which takes the work of the TTF step-by-step in a clinical fashion. The other is being prepared by a group of graduate students from the Woodrow Wilson School and includes some analysis and assessment.

a. Woodrow Wilson School Interns’ Report

Chair Lahnston stated that he had a conference call with Joe Stefko of CGR, Mark Freda, and Logan Clark of the Woodrow Wilson School and it was agreed by all that we need to be clear about the difference between the two reports. As a result of the conference, and with input from the other participants on the call -- Chair Lahnston prepared a brief statement about the two reports. Below is what Chair Lahnston read to the commission to provide some clarity (the same message was to be read to the TTF at their meeting the same night):

Princeton Consolidation: Documenting the Transition Process

- As you may know there has been a strong desire to document Princeton's transition to consolidation. This effort started with some conversations with a small group of graduate students at Princeton University's Woodrow Wilson School.
- More recently it has been decided to also have CGR document the process.
- We want to update you on those efforts.
- First, it is very important that we create a comprehensive record of Princeton's efforts.
- This is based on our belief that documenting our work will be invaluable to the Princeton governing body, the State of NJ, other governing bodies around the State, TTF, Consolidation Commission and the residents of Princeton.
- The two efforts are somewhat different, yet complimentary.
- The document being prepared by the group of graduate students is intended to provide a view from the outside looking in to the community's transition. Their work will provide important insight into consolidation including:
 - A brief history of consolidation efforts in Princeton along with a general overview of the political structure and current consolidation process,
 - A summary of TTF's implementation work in key areas, and
 - Their analysis of lessons learned and recommendations for future consolidation efforts – especially for other communities around the State of NJ.
 - Please note that the students may reach out to you with some questions as they finish their work.
- CGR, under contract with the municipalities and as part of working closely with the TTF, is developing a report that will be largely “clinical.” They will:
 - Summarize the issues considered by the Task Force, the options identified, the analysis behind each of the options, and the recommendation / rationale for each,
 - Provide a financial summary (being drafted by the Finance Subcommittee) and some explanation where certain recommendations may have differed from the Commission plan, and
 - Offer a “strategic” component, highlighting other issues the governing body and the community are likely to face going forward.
- We are fortunate to have two complimentary efforts to create a detailed record of the consolidation process.

Chair Lahnston said that both the Woodrow Wilson graduate students and CGR are engaged in a work in progress. Ms. Howard indicated that both reports will be forthcoming in the fall of 2012. It was noted that Mr. Logan (Woodrow Wilson graduate student) grew up in Princeton and has a strong interest in the community.

PUBLIC COMMENT

A motion was made to open the Public Comments portion of the meeting at 6:20 p.m. No one from the public came forward, therefore, at 6:21 p.m. a motion was made to close the Public Comments portion of the meeting.

OTHER BUSINESS

Chair Anton Lahnston announced that he, along with Mayor Chad Goerner, Chair Mark Freda (Transition Task Force – TTF) and Administrator Bruschi have been asked to speak at the Annual Meeting of the New Jersey League of Municipalities on November 14, 2012, in Atlantic City. Their presentation is on the Consolidation of Princeton.

NEXT SCHEDULED MEETING

The next scheduled Joint Consolidation/Shared Services Study Commission meeting is scheduled to commence on September 26, 2012. The location will be the Township Building starting at 7:00 p.m.

ADJOURNMENT

No other business came before the Commission therefore; a motion was made and seconded to adjourn at 6:26 p.m. All Commission members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary
Joint Consolidation/Shared Services
Study Commission

/pp