

## DRAFT

### Minutes of Municipal Consolidation Subcommittee Meeting of 16 Mar 2011

The meeting was held at 3:30pm on 16 Mar '11 in Conference Room A, Princeton Township Hall. The following were in attendance:

Commission, Subcommittee and Staff

Anton Lanhston  
Ryan Lilienthal  
David Goldfarb  
Patrick Simon  
Chad Goerner  
Bernie Miller  
John Fry  
Joe Stefko (by phone)

Public

Nick Karp  
Dudley Sipprelle

The subcommittee reviewed a draft copy of an Overview of Departmental Options prepared by CGR (copy attached) that provided an overview of possible options for consolidated departments in the event of a consolidate municipality. The options examined a range of possibilities for the consolidated departments. The range extended from the current state of staffing and costs through a series of “models” that would involve restructuring the departments to achieve a “right sizing” of the newly consolidate departments. CGR provided an estimate of the costs for each of the models. In the course of discussion, the subcommittee recognized that in any instance of “right sizing” there may be one-time costs associated with the termination of existing personnel contracts and/or reductions in staff. CGR did not provide estimates of these one-time costs. However, the subcommittee believes that it is the intent of the existing law governing municipal consolidation that these costs would be covered by funds provided by the State. The subcommittee also recognized that it was not possible a priori to determine if the State will fulfill this obligation.

Joe Stefko began the discussion by stating that the study showed no glaring examples of overstaffing in the operations of the Borough or Township as separate municipalities. He also commented that the study indicated that the Princetons provide some services at a level greater than most comparable municipalities. The example cited were the removal of gum from the sidewalks in the Borough CBD, and the services provided by the Senior Resource Center and Corner House. Several members of the subcommittee commented on the fact that the Senior Resource center and Corner House both do an excellent job of leveraging the funds that they receive from the municipalities with grants and privately raised funds to provide their services.

The subcommittee then reviewed and achieved a consensus on the sizing of five departments for the consolidate municipality as follows:

## **DRAFT**

**Administrator** - The subcommittee selected Model 2, one Administrator, receiving clerical support on an as needed basis from other departments. This yields a savings of @205,756 from current costs.

**Clerk** – The subcommittee agreed on Model 3, consisting of a Clerk and a Deputy Clerk with an estimated savings of \$198,892 from current costs. However, it was recognized that the office of the Clerk may need additional clerical support (one person) for the first year or two of consolidate operation, but that it should be possible to achieve the staffing of Model 3 as a steady state.

**Finance and Tax Collection** – The subcommittee agreed that Model 3 provide sufficient staffing for a consolidate Tax and Finance Office with one CFO, one assistant CFO/Comptroller, and supporting staff with an estimated savings of \$217,496 compared to current operations of this function.

**Engineering** – This department engendered extensive discussion as the two municipalities rely to a differing extent on in-house professional engineering staff for project planning and management. In light of the fact that CGR is still studying the possible integration of Engineering and Public Works, it was agreed that the staffing of Model 2 would be accepted on a provisional basis pending the provision of additional information for CGR (expected by 21 Mar '11). Model 2 provides an estimated savings of \$177,468 compared to current operations.

**Courts** – The subcommittee agreed that Model 2, consisting of a Court Administrator and a Part-time Deputy Court Administrator, would work for the consolidated municipalities. This model provides a savings of \$79,140 compared to current operations.

The next meeting of the subcommittee is scheduled for 4:00pm on 29 Mar '11. At this meeting the subcommittee will continue to work on departmental options and as time permits on the subject of Service Districts.

Submitted 17 Mar "11

*Bernie Miller*