

Minutes for the Joint Consolidation/ Shared Services Study Commission of

Princeton Borough

and

Princeton Township

June 20, 2012 – 7:10 p.m.

Township Municipal Building – Committee Room, Princeton NJ

CALL TO ORDER

The meeting was called to order at 7:10 p.m., with Phyllis Persicketti 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 February 2, 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 Board Secretary Persicketti. There was a quorum present, therefore, the meeting was held.

Commission Members Present – Anton Lahnston, (Chair), Vice-Chair Haynes Mayor Chad Goerner, Ryan Lilienthal, M. Patrick Simon, Alice Small, Carol Golden, Barbara Trelstad, Heather Howard, and Department of Community Affairs (DCA) Representative Eugene McCarthy

Absent: Bernie Miller. It was noted that Bill Metro has resigned from the Commission. Chair Lahnston said that he had asked Mr. Metro to come to the June 20th meeting to be acknowledged for his contributions and Mr. Metro planned to attend. However, due to an illness in the family, he was unable to attend.

REVIEW and APPROVE MINUTES FROM APRIL 18, 2012 – Chair Lahnston had one addition to the minutes. On page 4, under Affordable Housing, it reads “Ms. Howard said she would like to serve as the liaison to the Affordable Housing subcommittee. Chair Lahnston said

that Ms. Golden also expressed interest in serving on the Affordable Housing Committee if one is formed. Therefore the following statement will be added to the April 18, 2012 minutes, “Ms. Golden expressed interest in serving on the Affordable Housing Subcommittee – if one materializes”. Ms. Trelstad is the liaison to the Affordable Housing Board (Borough) and expressed an interest also. A motion was made and seconded to approve the *April 18, 2012* minutes with the noted change. Ms. Persicketti will make the noted change and forward to CGR for posting on the webpage.

DISCUSSION OF PROGRESS, DECISIONS, ISSUES AND/OR CONCERNS BY COMMISSION MEMBERS IN THEIR ADVISORY ROLE WITH the Transition Task Force Subcommittees: Personnel

– Mrs. Alice Small stated that the TTF Personnel Subcommittee is a hard working committee. The Administrators are working along with the subcommittee on amended job descriptions and are beginning the selection of the police chief. They hope to complete the selection of non-senior personnel by June 26, 2012.

The TTF Personnel Subcommittee approved the severance pay options, harmonizing the overtime benefits, comp time, bereavement, terminal leave and longevity. The recommendations on each of these -- made by the TTF Personnel Subcommittee -- were approved by the TTF.

Cross-pollination efforts are proceeding and an example is police are riding together in police cars.

Issues at the Union level are moving forward and it is believed the CWA and AFSME (two unions) will work things out and select a single representative within the consolidated municipality. Administrators are working on medical benefits and Mr. McCarthy said that Mr. Levine (TTF-Personnel) is working on this issue as well.

TTF voted to approve the concept of rolling sick time, personal days and vacation into one benefit called “paid-time-off” and this concept was approved by the TTF. It did not approve the Personnel Subcommittee’s cap on the recommendation to cut-off approval by year and to arrive at the number of days that accrue by cutting the current 12 days of sick time to 3 days. This would bring them below the average time-off in the surrounding municipalities. TTF asked the subcommittee to have the administrators ask the staff directly what they thought of PTO concept. Mrs. Small said that this concept is not currently used in any of the surrounding municipalities.

The primary concern of the Personnel Subcommittee is to determine the formula for Paid-Time-Off (PTO). The goal is to have a revised recommendation on PTO by the end of June. Mrs. Small stated that 30 PTO days is not acceptable. It would create a mentality of “use” it or “lose” it. It is a distraction for the whole transition. People (staff) work hard and to have them worry if they will have paid time off, etc. is a distraction. She asks that the Commission recommend a different path to the TTF.

Ms. Howard commented that she attended two of the Personnel Subcommittee meetings and, (1) they are trying to fix something that no one has established is broken; (2) there are no cost savings. It is being seen by the staff as punitive, which is a concern. Mayor Goerner said that he would not vote to support the PTO program. The Administrators have done a more intensified study than the Personnel Subcommittee. They have concluded that the study of surrounding

municipalities and the data of Borough and Township are in line with what is being recommended in terms of sick and vacation days. The administrators are working on a plan that will compare favorably with what currently exists in the township and borough in terms of sick and vacation days, and should be considered compared to a PTO program. The staff has been put through a lot of stress, especially those in redundant positions. Ms. Haynes asked if these are non-unionized employees which are part of the discussion. Mayor Goerner replied in the affirmative. Unionized employees have sick and vacation days which are in the contract. For non-unionized employees, the new structure would result in a change. Members of the TTF see this as an opportunity to make changes.

Chair Lahnston said is there an advisory or responsibility that the Commission has in relation to the decisions on personnel work.

Mr. McCarthy replied that statutorily, the Consolidation/Shared Services Study Commission of Princeton Borough and Township are the only ones that have an advisory role regarding the role of the transition team. The TTF is not set up in the statutes with its current design. Chair Lahnston indicated that there are three (3) elected officials at the table. This PTO subject will go to the elected officials. Chair Lahnston would like to hear from them on how the Commission can weigh in on this issue, since the elected officials are the ultimate decision makers. Ms. Trelstad said she would like to include a slot at the Joint meeting on Tuesday evening, June 26th, for the Consolidation Commission to weigh in and speak. Mayor Goerner said one agenda item would be an update so that the governing body can get a full understanding that there is some dissenting thought and there are other ideas which need to be considered. Ms. Trelstad said that the Consolidation Commission should weigh in on the areas of concern. Chair Lahnston made a request to have more precise input from both members of the Township Committee, Borough Council and Mrs. Small. Mr. Lilienthal said that the TTF is not a creature of the Commission. It is a creature of the governing bodies. The governing bodies have the authority and they should direct the TTF. Mayor Goerner said that the Consolidation Commission has said that their goal would be to do no harm to employees. Transition should not make people's lives worse, per Mrs. Golden. If the TTF is doing something which departs from what the Commission recommended then the Commission has to opportunity to say, "This is not the way we recommended it."

Mayor Goerner replied that the savings the commission recommended are primarily due to staffing reductions for redundant positions. Private industry looks at things differently than does the government, added Ms. Trelstad. Vice Chair Haynes said that the goal of municipal government is to effectively manage the provision of services, which is different than the profit goal of private industry.

Chair Lahnston said that he stated time and time again that they want to make sure that positions are harmonized between the Borough and the Township while keeping employees whole. He also stated over and over again that the transition is an opportunity to be creative and develop new systems and approaches. But when the two are put side by side, people must be kept whole and we must treat the employees with the greatest amount of respect. This is being challenged by the whole PTO concept. It seems that the governing bodies would be served by the Commission taking a stronger stand. Mr. Simon looked at the number of days for PTO allowed per year

would be 13 and 15 for Borough and Township employees respectively. Mayor Goerner replied that the baseline is wrong. Mrs. Small added that there is a goal of September 1, 2012 to have salary harmonization by the Personnel Subcommittee for the TTF. Mayor Goerner wanted to know what that meant. Mrs. Small responded that there are different salaries paid for the Township and Borough -- essentially for similar jobs -- and they want to discuss how the salaries should be harmonized. Chair Lahnston said that the Commission needs to make a decision on whether or not the Commission should present an advisory position at the joint meeting on Tuesday June 26, 2012, based upon what they heard. Mr. Lilienthal reemphasized that there are no cost savings. Mrs. Small said that the proposal is budget neutral; you still have to pay the salaries. The way PTO is being presented is that one assumes that the workers will be at work more and they will be more productive. Employees however, feel if they do not take their sick time, they will lose it at the end of the year, per Mrs. Small. On a related subject Mr. McCarthy said that the end result was to fund the disability program and speaking with both administrators they are making progress.

A motion was made by Mayor Goerner to put a place holder on the agenda at the Joint Meeting on June 26, 2012 and Ms. Trelstad seconded the motion. The consolidation Commission should weigh in on concerns. All Commission voted "YES". There were no "NAYS". Therefore, Chair Lahnston, representing the Commission, will be placed on the Joint meeting agenda to be held on June 26, 2012 and at that time, raise the Commission concerns. The first item will be PTO, per Mayor Goerner.

A motion was made regarding the Commission's concerns in adopting a PTO program including existing sick and vacation days that are currently in place for Borough and Township employees. Mrs. Small stated that the Commission would like to advise the governing bodies to revisit and reconsider the issue the TTF is looking at in terms of the existing holiday, sick and vacation policies in the Township and Borough for a PTO policy, with a cut-off at the end of a 12 month period. Mayor Goerner seconded the motion. Chair Lahnston would like the Commission to trust that he will bring the case to the Joint meeting and if not then the members should vote against it. Mrs. Small also said that the governing bodies should instead keep in place some level of sick and vacation time which currently exists.

Mr. Lilienthal made a motion to amend the afore-mentioned motion to add a clause to state that the recommendation of the TTF does not achieve two principal goals of the Commission which are: cost savings and maintaining or enhancing service. The motion was seconded by Mayor Goerner. All Commission members voted "YES" to the amendment. The original motion amended -- all Commission members voted "YES".

Finance

Mr. Simon stated that Finance is divided into two aspects. The first is a comparison of the Commission's report vs. TTF recommendations -- and it is work in progress. Secondly, the Open Space Tax is an issue. Mayor Goerner said that the Joint Finance Committee which is

comprised of Borough Council members and Township Committee members and several citizen members made a recommendation to the TTF to adopt and harmonize the Open Space Tax between the Borough and Township to be 1.7 cents. The idea was to keep the open space revenues and not increase or decrease them. This recommendation was presented to the TTF and there was some discussion and some members did not fully understand it, including the broad nature of the open space ordinance -- which allows for the open space revenues to be used for a variety of different functions. It got limited support from the Borough representatives of the TTF, per Mayor Goerner. This needs to be taken up at the Joint meeting on June 26th because there is limited time to introduce the ordinance and approve it by August 17, 2012 so it can go to the voters in November. The new governing body will have to make a decision on how they manage the money and how to preserve and maintain open space. Currently, the Township has 22-24% of the land as open space, per Mayor Goerner. A policy needs to be developed and formulated on how the funds will be spent in the future.

Mrs. Small requested a summary of the reasons why the open space tax was voted against. The wording used was "it was a slush fund" for the governing body. It has been used in the Borough to directly support recreation. Mayor Goerner said that he is uncertain as to whether it was voted on at the meeting. The current ordinance enabling open space tax is the broad form and does allow for a broad range of uses and can be used for recreation functions. It is important that the public is made aware of this.

Ms. Howard said that there was some confusion about the impact of equalization. The 1.7 for open space is not the maximum which could be set, per Mr. Simon. Mr. Lilienthal feels that Mr. Goldfarb should be involved in this issue. Chair Lahnston asked for clarification as to why to involve Mr. Goldfarb. Mr. Lilienthal feels Mr. Goldfarb has the knowledge on how open space tax is used. The Borough Council meeting regarding the open space tax will commence at 2:00 p.m. on June 21, 2012. Chair Lahnston said that the recommendation is to have a commission representative speak reinforcing the content in the Commission's Report related to the Open Space Tax. A motion was made by Ms. Howard that the Commission be represented at the next joint meeting to convey to the governing bodies that the proposal from the Finance Subcommittee is consistent with the Consolidation Commission in continuing the Open Space Tax and harmonizing it. The motion was seconded by Mr. Lilienthal. All Commission members voted in favor.

Mr. Simon indicated that the Finance Subcommittee is working on the various financial issues and reviewing the recommendations of other TTF subcommittees, including the Public Works recommendations approved by the Transition Task Force (TTF). The Public Works Organizational Chart was proposed to the governing body and adopted.

A decision was made to retain some of the senior people from the Township and the Borough, and continue to operate with the level of workers with which they are currently functioning. The savings are estimated to be greater than anticipated by the Commission. Outside of police, they add up to a reduction of 15 FTE. The savings from the Consolidation Commission were 1.26 million and the TTF subcommittee's recommendation is 1.4 million. Vice Chair Haynes said that it has not been identified who will fill the positions and how much will they get paid. Mayor Goerner indicated that these are preliminary numbers. Chair Lahnston said that one

concern is the difference between what the Commission recommended and what the TTF is working toward recommending at this time. Therefore, the TTF needs to bring to the public what the Commission recommended and where the TTF recommendation currently stands. Not that one is right, wrong, good or bad. It is an effort at transparency and an opportunity to look more deeply at recommendations to understand where the differences are and why they exist. The website of TTF and CGR should show the recommendations.

The police force will be smaller as a result of not filling the current vacancies. The Public Safety Subcommittee is recommending one additional FTE for administrative support that is not recommended in the Commission report. Two differences are apparent: The Commission's estimate for transition cost did not include a number for employee separation or pension. Second, Mr. Simon stated that the cost estimate for police dispatch is higher; there is agreement that dispatch should be located in the township.

Infrastructure and Operations

Ms. Trelstad said that the Recreation Maintenance will be kept within the Recreation Department contrary to what the Consolidation recommended.

The map for the garbage pickup was drawn and has been narrowed to six areas. Composting will be one day per week. Garbage pickup for the whole town can be five days a week and that will allow for smaller contractors to bid. They will bid for a price for back-door pick-up as well, per Ms. Trelstad. This needs to go out to bid soon because it has to be on the streets for 60 days and possibly they will need to bid twice. The Borough will take the lead in this bidding. Discussion of leaf and brush pick-up has been postponed to July 6, 2012.

Public Works has set up a working committee on space and a request will be made soon for a small budget to move forward to develop permitting applications since Public Works will be using trailers at some sites. Chair Lahnston stated that they should keep in mind that there was work done on estimating facilities -- done by the engineers of the Borough and Township as well as the Superintendents of the Public Works Departments and he believes the work is good work.

Public Safety

Chair Lahnston indicated that Mr. Miller is involved in Public Safety (but absent from the meeting). Mayor Goerner said that based on the dispatch discussions, the dispatch will be housed at the township location. The Personnel Selection Committee which was established within the two governing bodies will meet concerning the key positions. The Public Safety Subcommittee recommended an upgrade to the dispatch (cost ½ million dollars – which is not all for dispatch) and was approved by the TTF last week.

IT

Mr. Simon said that two bidders came in and presented the outsource portion of services and the subcommittee will meet on June 21, 2012 to discuss this further.

Boards, Commissions and Committees

Mayor Goerner indicated that this committee will make a report on Monday at the TTF which will be their first substantive report. Mr. McCarthy said that he sits on this Committee as the DCA representative and the Subcommittee is merging together recommendations which were not part of the Commission's report. And there are suggestions on ordinances which will be looked at by the attorneys.

Facilities and Other Assets

Mayor Goerner said that they are working on Public Works and a recommendation will be made for expansion for the John Street site (funds will be requested to have a trailer to house personnel). The recommendation will come to the TTF on Monday and there will a placeholder for the 26th of June. Cost is approximately \$100,000. Part of the plan is to have a five (5) year lease on a temporary building (trailer).

A proposal was made to have the Mayor and Clerk located in the Borough building separate from the rest of the staff, but concerns were expressed and various solutions and recommendations are currently being considered. It is recommended that Community Services be housed in the Borough Municipal Building.

Communications Outreach

Ms. Golden said that Mimi Omiecinski runs the Princeton Tour Company and she has agreed to help conduct a celebration on New Year's Day. She will work with the people from the "Spirit of Princeton." Community Outreach is also working with CGR to make the website more accessible. They are also developing a template for results so that recommendations which come out of the subcommittees have uniformity.

Transition Task Force

The next TTF meeting will take place on Monday, at 5:30.

Public Comment

Kip Cherry commented that at John Street, they will be moving the existing trailer and get a new trailer.. It is recommended that John Street will eventually be phased out as a public works site, per Chair Lahnston.

Discussion and Decision on Future Role of the Commission

- a. Is there a need for the Commission?** – There was general agreement that the commission needs to remain in existence.
- b. Commission membership** – The Commission currently has an opening due to the resignation of Mr. Metro from the Township. Mayor Goerner feels that at this point, a replacement from the Township is not needed. Chair Lahnston said he was concerned that the Commission needs a fifth person in order to ensure a quorum at Commission meetings – three from the Township and three from the Borough. Mr. Simon asked if it is possible to change the requirement to not require three and three.

However, Chair Lahnston said that there are still two communities. The Commission was set up as a Commission representing both communities equally. Mayor Goerner said he is open to both ideas. Mrs. Small is an alternate and perhaps she could serve in place of Mr. Metro as a full voting member. Mayor Goerner will raise this issue with legal counsel in the Township and get back to the Commission. Mayor Goerner also stated that he would appoint another member of the Committee to officially represent the Mayor or Committeeman Miller in case they were unable to attend. Chair Lahnston indicated that the first course would be to change the quorum rule. Second, the need for an alternate elected official from the Township. A motion was made by Mr. Lilienthal to change the quorum rules pending approval by legal counsel and the governing bodies. A quorum will consist of any six (6) members present (out of 10). To pass a motion the Commission will require six votes in favor of the motion. The motion was seconded by Mrs. Golden. All Commission members voted "YES". There were no "NAYS". Motion passes.

- c. **Commission Meeting Schedule:** Continue to set meetings. Mayor Goerner made a motion to schedule a monthly Wednesday meeting. Mrs. Golden seconded the motion. If the meeting is not necessary, Chair Lahnston will cancel the meeting. All Commission members voted in favor. All meetings will commence at 7:00 p.m. on the following dates:

July 18, 2012
August 15, 2012
September 26, 2012
October 24, 2012
November 28, 2012
December 19, 2012

Other Business

Chair Lahnston requested that the Secretary forward to him the portion of the minutes which began with Mrs. Small's statements regarding the work of the Personnel Subcommittee, by the close of business on Friday. No other business came before the Commission.

ADJOURNMENT

No other business came before the Commission; therefore, a motion was made by Mr. Simon to adjourn and Mrs. Golden seconded the motion. The meeting was adjourned at 9:10 p.m.

Respectfully,

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

/p