

# Transition Task Force Update

Transition Task Force for the Consolidation of Princeton  
Borough and Princeton Township

[www.cgr.org/princeton](http://www.cgr.org/princeton)

A 3D rendering of several stylized human figures in blue and orange, standing on a white platform. The figures are arranged in a group, with some appearing to be in conversation. The background is a light beige color.

# Today's Agenda

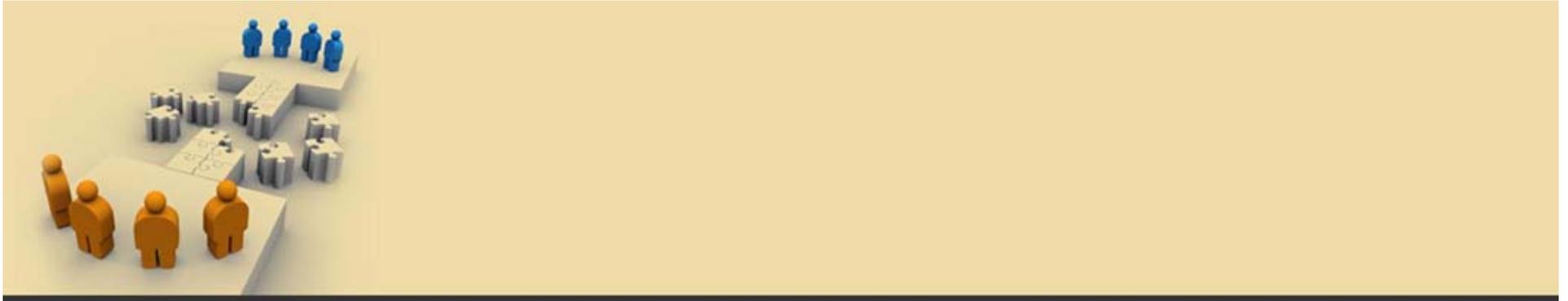
- **Welcome** | *Sheldon Sturges*
- **Overview of TTF and Finance** | *Scott Sillars*
- **Boards, Commissions and Committees** | *Hendricks Davis*
  - *Questions/Answers*
- **Facilities and Other Assets** | *Bernie Miller*
  - *Questions/Answers*
- **Information Technology** | *Gary Patteson*
  - *Questions/Answers*



# Today's Agenda

*(continued)*

- **Personnel** | *Jim Levine*
  - *Questions/Answers*
- **Infrastructure and Operations / DPW** | *Jo Butler*
  - *Questions/Answers*
- **Public Safety** | *Bernie Miller*
  - *Questions/Answers*
- **Community Outreach** | *Anton Lahnston*



# Transition Task Force Overview

*Scott Sillars*



# Transition Task Force Overview

## *Scott Sillars*

- The Transition Task Force (TTF) was established by joint action of the Borough and Township to facilitate the consolidation process
- Representatives appointed by Governing Bodies
- TTF only makes *recommendations*; it is up to the Governing Bodies to act (or not) on the recommendations
- TTF is following NJ OPMA – all meetings are public; schedules, agendas and minutes are posted
- Website: [www.cgr.org/princeton](http://www.cgr.org/princeton)



# Transition Task Force Overview

## *Scott Sillars*

- Task Force Members

- Mark Freda (Chair)
- Dorothea Berkhout
- Hendricks Davis
- Jim Levine
- Brad Middlekauff
- Mayor Yina Moore
- Eugene McCarthy (NJ DCA, non-voting)
- Bob Bruschi (Borough Administrator, non-voting)
- Kathy Monzo (Acting TWP Administrator, non-voting)
- Scott Sillars (Vice Chair)
- Councilwoman Jo Butler
- Mayor Chad Goerner
- Linda Mather
- Committeeman Bernie Miller
- Gary Patteson

- Support

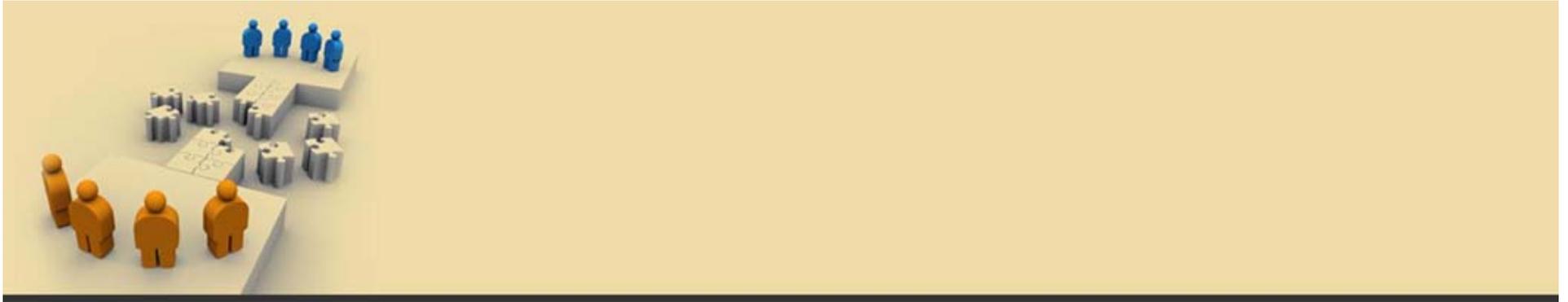
- William Kearns (Kearns, Reale & Kearns)
- Joseph Stefko (CGR)
- Borough & Township Staff



# Transition Task Force Overview

## *Scott Sillars*

- To focus its work items, the TTF has established the following subcommittees:
  - (1) Finance
  - (2) Personnel
  - (3) Information Tech
  - (4) Boards / Cmtes / Commissions
  - (5) Infrastructure / Operations
  - (6) Facilities / Assets
  - (7) Public Safety
  - (8) Community Outreach
- Challenges, Issues & Concerns
  - Learning curves
  - Identifying and acting on critical path items
  - Coordinating two Governing Bodies
  - Staff morale and workload



# Finance Overview

*Scott Sillars*



# Finance

## *Scott Sillars*

- Scope of Work
  - Monitor implementation plans against cost savings estimates
  - Track transition costs
  - Liaison with state
  - Develop combination of 2012 budgets
  - Monitor other impacts of consolidation
    - Open Space Tax
    - Sewer rates
    - Debt consolidation



# Finance

## *Scott Sillars*

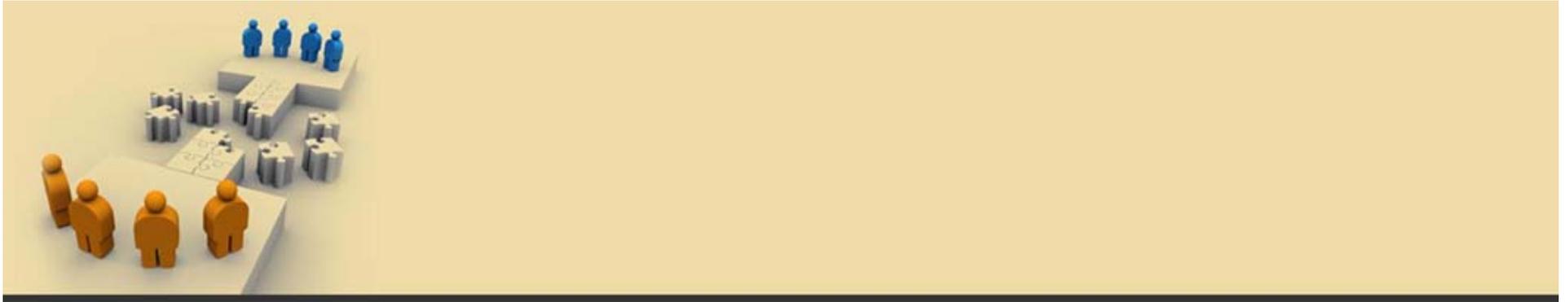
- Membership
  - **Task Force**
    - Scott Sillars
  - **Citizen**
    - Pat Simon, Adrienne Kreipke
  - **Staff**
    - Kathy Monzo, Sandy Webb
  - **Governing Bodies**
    - Jenny Crumiller, Lance Liverman
  - **Liaison**
    - Chad Goerner, Liz Lempert, Jenny Crumiller, Heather Howard, Roger Martindell



# Finance

## *Scott Sillars*

- Work Accomplished
  - Debt consolidation – *no action required*
- Going Forward
  - By June, draft combination budget
  - By August, recommendation on Open Space Tax
  - By mid-Fall, summary of planned savings and transition costs
- Challenges, Issues & Concerns
  - Transition costs
  - Reconciling different accounting approaches



# **Boards, Commissions and Committees Overview**

*Hendricks Davis*



# Boards, Commissions and Cmtes

## *Hendricks Davis*

- Scope of Work
  - Inventory status of existing entities
  - Recommend integration process
  - Recommend process and schedule for new members



# Boards, Commissions and Cmtes

## *Hendricks Davis*

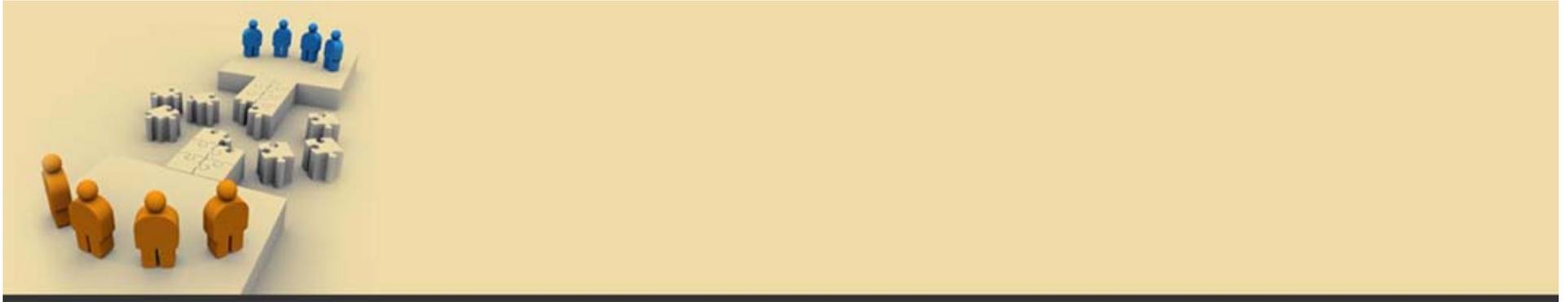
- Membership
  - **Task Force**
    - Hendricks Davis, Bernie Miller, Gary Pattersen
  - **Citizen**
    - Bill Enslin
  - **Staff (DCA)**
    - Eugene McCarthy
  - **Liaison**
    - Wanda Gunning



# Boards, Commissions and Cmtes

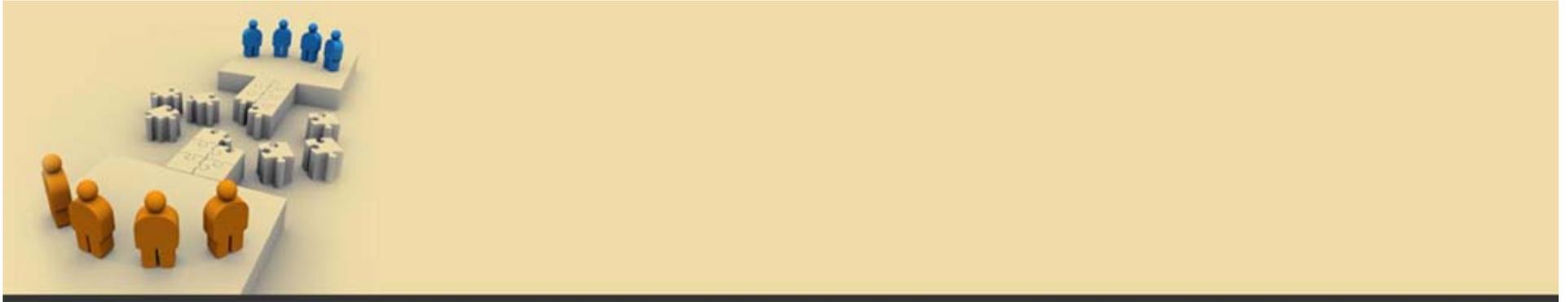
## *Hendricks Davis*

- Challenges and Opportunities
  - Maximizing citizen engagement and participation
  - Finding economies in time, expense
  - Conceptualizing and implementing Advisory Planning Districts



**QUESTIONS**  
And  
**Answers**

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# **Facilities and Other Assets**

## **Overview**

*Bernie Miller*



# Facilities and Other Assets

## *Bernie Miller*

- Scope of Work
  - Accommodate staff of the new Princeton in existing facilities in a manner that provides for:
    - Effective operation of municipal departments
    - User-friendly access and interface
  - Facilities
    - Borough Hall
    - Township Hall
    - Recreation Department Building
    - Borough and Township Public Works “Offices” (*not facilities*)
  - Vehicle and other capital equipment to be handled administratively



# Facilities and Other Assets

## *Bernie Miller*

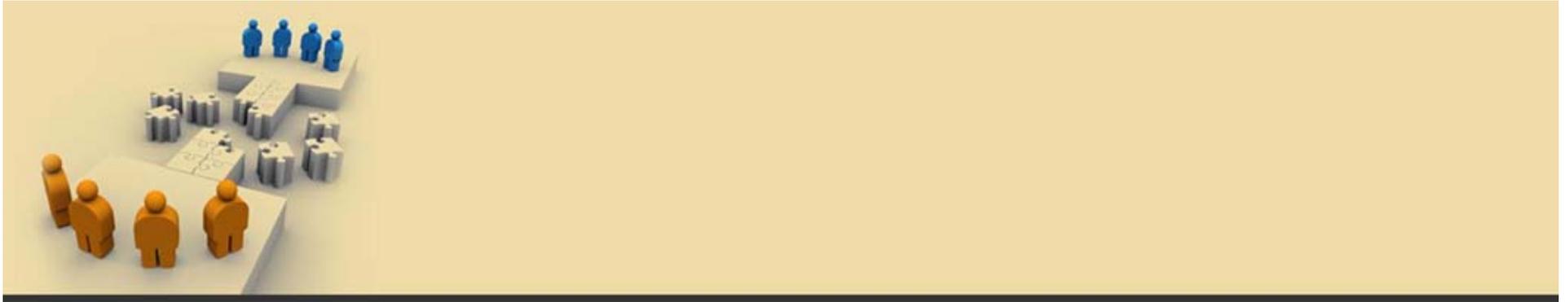
- Membership
  - **Borough Council Appointees**
    - Alexi Assmus, Hendricks Davis, Yina Moore, Marvin Reed
  - **Township Committee Appointees**
    - Bernie Miller, Marc Schiebner, Scott Sillars
  - **Princeton University**
    - Anne St. Mauro
  - **Staff Support**
  - **Contractor Support (*KSS Architects*)**



# Facilities and Other Assets

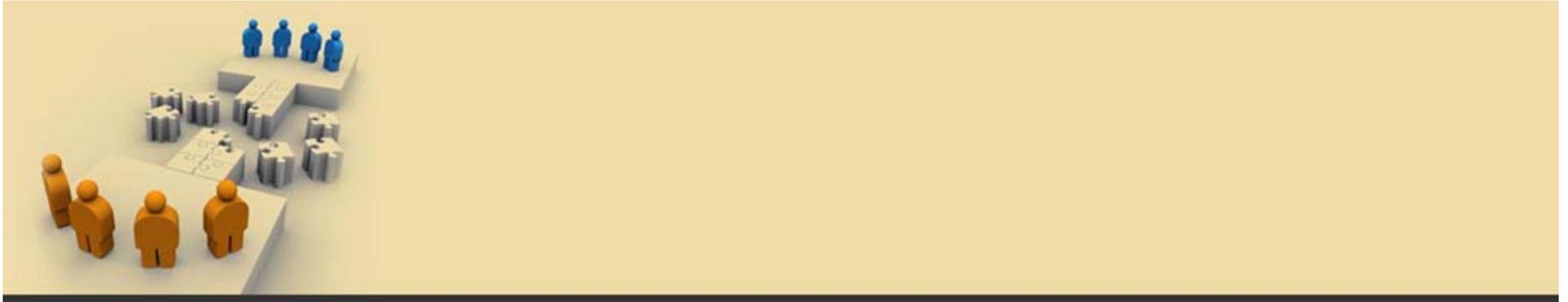
## *Bernie Miller*

- Work Accomplished
  - Inventory of existing space and used space
  - Meetings with municipal departments and TTF subcommittees
- Going Forward
  - Opportunities for public input being explored
  - Alternatives recommended to subcommittee (week of May 21)
  - Subcommittee recommendation to TTF (week of June 8)



**QUESTIONS**  
**And**  
**Answers**

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# Information Technology Overview

*Gary Patteson*



# Information Technology

## *Gary Patteson*

- Scope
  - Take inventory of existing hardware, software, vendor support and costs
  - Develop timeline for delivery of recommendations to Task Force and Governing Bodies; identify “lead time” required for implementation
  - Work closely with IT staff and department heads to develop and execute consolidation strategies for IT items (*e.g.* in-house, outsource item, outsource bundle, retire, etc.)



# Information Technology

## *Gary Patteson*

- Scope (continued)
  - Ensure close coordination with facilities planning
  - Recommend organizational structure for IT in new municipality
  - Quantify cost savings from IT consolidation

*Note:* Police IT implementation led by Public Safety Subcommittee



# Information Technology

## *Gary Patteson*

- **Membership**
  - **Task Force**
    - Gary Patteson, Thea Berkhout, Jo Butler
  - **Citizen**
    - Wendy Rayner, Henry Singer
  - **Staff**
    - Bob McQueen (Township), Bob Hough (Borough), Matt DeCurtis (Borough IT consultant)
  - **Governing Bodies**
    - Jenny Crumiller, Lance Liverman
  - **Liaison**
    - Pat Simon (Consolidation Commission), Irina Rivkin (University)



# Information Technology

## *Gary Patteson*

- **Work Accomplished**

- Existing inventory completed  
(approximately 75 items being addressed, ranging from dog licensing software to infrastructure support, general ledger and tax collection software)
- Department heads have evaluated existing IT hardware and software and rec'd preliminary pricing for consolidated services
- Projects being prioritized, with immediate focus on those requiring in-place solutions by end-2012



# Information Technology

## *Gary Patteson*

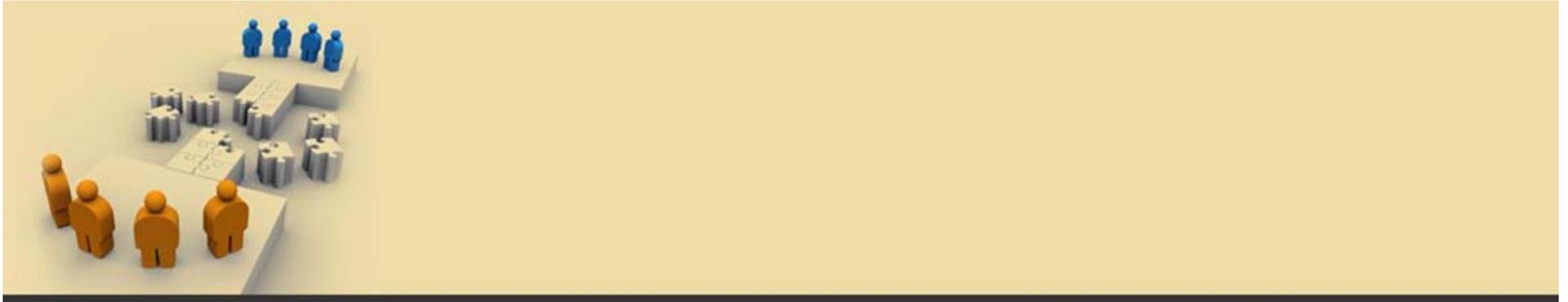
- Work Accomplished (continued)
  - Phone conversion contract to be presented for Governing Body approval by May 7
  - Other IT recommendations endorsed by Task Force will be presented to Governing Bodies for approval
  - IT consultancy contract and general ledger / tax collection contract are next major items



# Information Technology

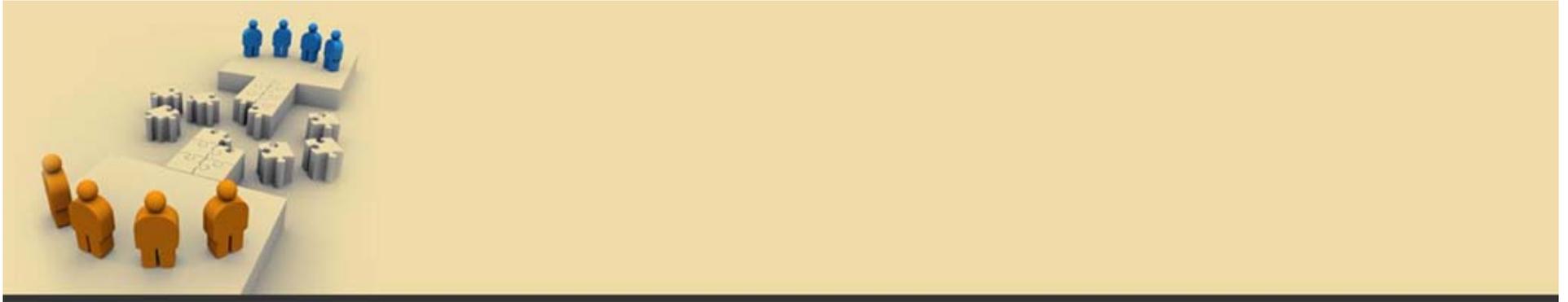
## *Gary Patteson*

- **Going Forward**
  - By May 15, recommend organizational structure for IT
  - By July 1, plan for integrating general IT, incl. vendor options (*e.g. servers, software suites, printers, switches*)
  - By July 15, plan for integrating police IT, incl. vendor options (*e.g. dispatch, 911, CAD, records management*)
  - By August 1, plan for IT deployment and hardware location



**QUESTIONS**  
**And**  
**Answers**

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# Personnel Overview

*Jim Levine*



# Personnel

*Jim Levine*

- Scope
  - Overall workforce sizing process
  - Reconciliation of employee policies / procedures
  - Promotion of “cross pollination”
  - Review of organizational structure for administration / finance



# Personnel

## *Jim Levine*

- Membership
  - **Task Force**
    - Thea Berkhout, Jo Butler, Jim Levine, Gary Pattersen
  - **Citizen**
    - Jill Jachera, Shirley Meeker, Sue Nemeth, Bruce Topolosky
  - **Staff**
    - Bob Bruschi, Kathy Monzo, Sandy Webb



# Personnel

## *Jim Levine*

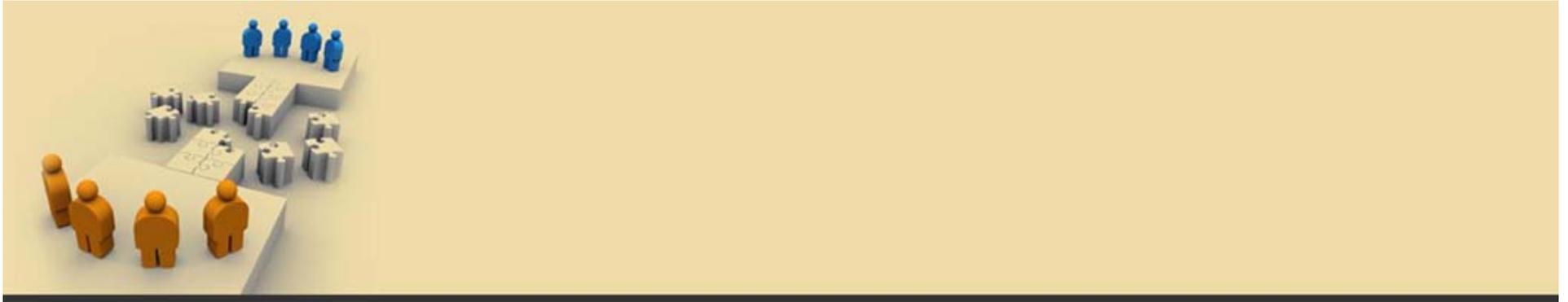
- Work Accomplished
  - Recommendation of involuntary layoff / severance package
  - Recommendation of selection process for redundant positions
- By mid-May
  - Recommendation of framework for reconciling employee benefits (must be in place by December 31, 2012)
  - Recommendation regarding org structure for administration
- Additional areas of focus
  - Merger of the courts  
(request for expedited merger)
  - Promotion of cross-pollination  
(now a shared service agreement in place for cross-training)



# Personnel

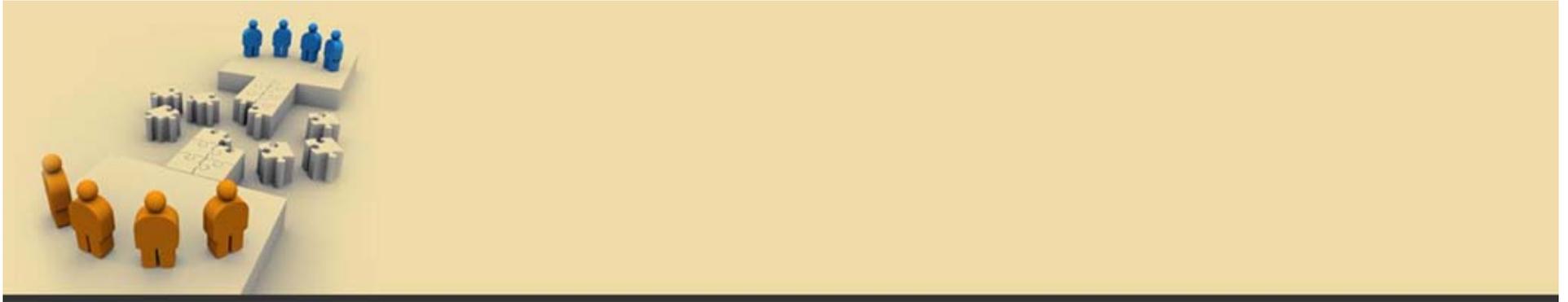
*Jim Levine*

- Challenges, Issues, Concerns
  - Balancing the need to move quickly to establish organizations and provide stability while conducting thorough reviews
  - Consolidating disparate benefit policies in a way that makes financial and organizational sense, while being cognizant of the impact this will have on individual circumstances
  - Developing a process that is equitable and effective in shaping the organization of the new government's workforce



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# **Infrastructure and Operations / DPW Overview**

*Jo Butler*



# Infrastructure and Operations

## *Jo Butler*

- Scope
  - Recommend organizational chart for integration of:
    - Public Works
    - PSOC (Sewer Operating Committee)
    - Recreation Maintenance
    - Engineering
    - Land Use
    - Planning
    - Construction
    - Zoning
    - Fire and Housing Safety



# Infrastructure and Operations

## *Jo Butler*

- Scope (continued)
  - Recommend service levels for brush, leaf collection
  - Recommend bid process / service levels for garbage, composting
  - Recommendation re: facilities, capital equipment  
(in conjunction with Facilities Subcommittee)
  - Recommend reconciliation of policies / procedures
  - Assist with communication to public re: new service levels



# Infrastructure and Operations

## *Jo Butler*

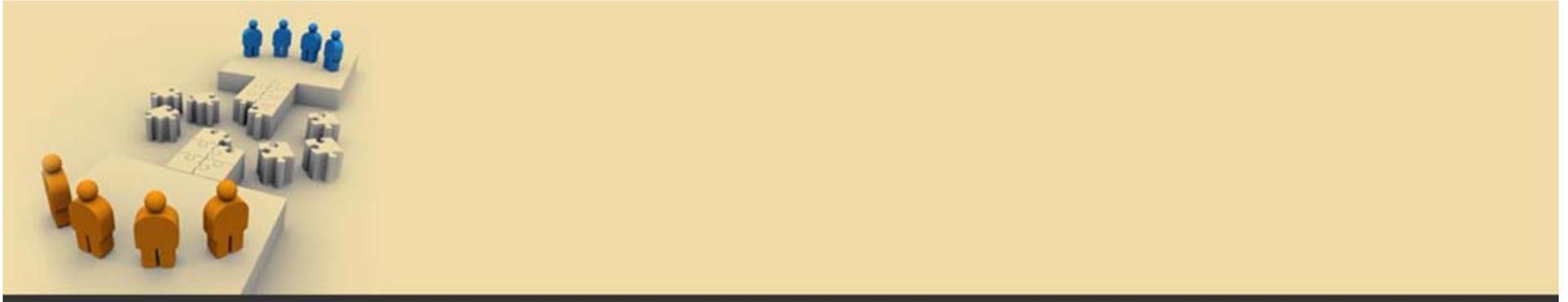
- **Membership**
  - **Task Force**
    - Brad Middlekauff, Jo Butler, Mark Freda
  - **Citizen**
    - John Clearwater, John Heilner
  - **Staff**
    - Bob Kiser, Don Hansen, Ben Stentz, Jack West, Bob Hough, Wayne Carr
  - **Liaison**
    - Valerie Haynes (Consolidation Commission), Barbara Trelsted (Consolidation Commission), Liz Lempert (Township)



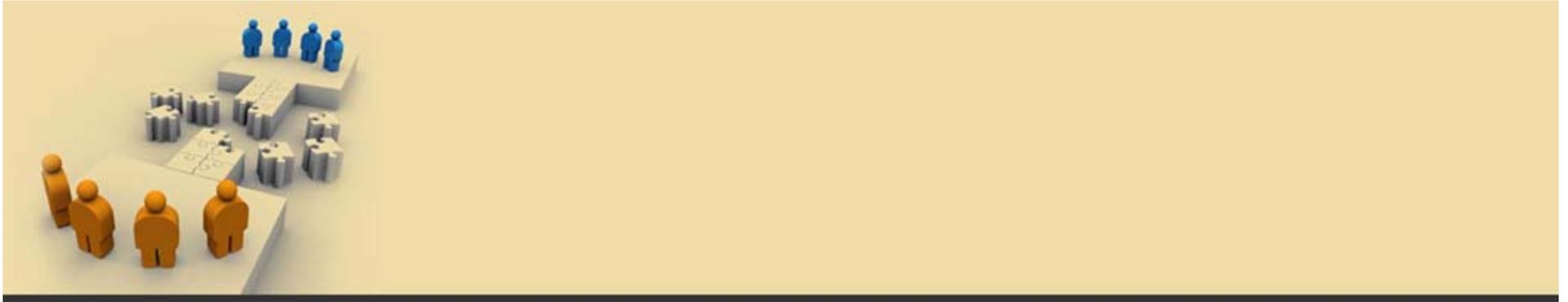
# Infrastructure and Operations

## *Jo Butler*

- Work Accomplished
  - Primary focus on organizational charts
- Going Forward
  - By May, recommend organizational structure and facilities
  - By May, recommend bid process / service levels for garbage
  - By May, recommend bid process / service levels for composting
  - By May, recommend draft facilities and capital equipment plan
  - By July, recommend service levels for brush / leaf collection
  - By end-Sept, communicate changes to the public



**QUESTIONS**  
**And**  
**Answers**



# **Public Safety Overview**

*Bernie Miller*



# Public Safety

## *Bernie Miller*

- Public Safety Departments and Agencies
  - Police Departments  
*To be merged, including dispatch*
  - Emergency Services Coordination  
*Now Borough function, will be one coordinator for new municipality*
  - First Aid and Rescue  
*Remains independent, but coordinated agency*
  - Fire Department  
*Serves both municipalities; no action needed*



# Public Safety

## *Bernie Miller*

- Scope
  - Focus on Police Department
    - Structure of force
    - Location of department
    - Size of force
    - Options for operation of police dispatch function
    - Establishment of common technology for merged dept
- Goal: To achieve a fully functional and merged department by January 1, 2013



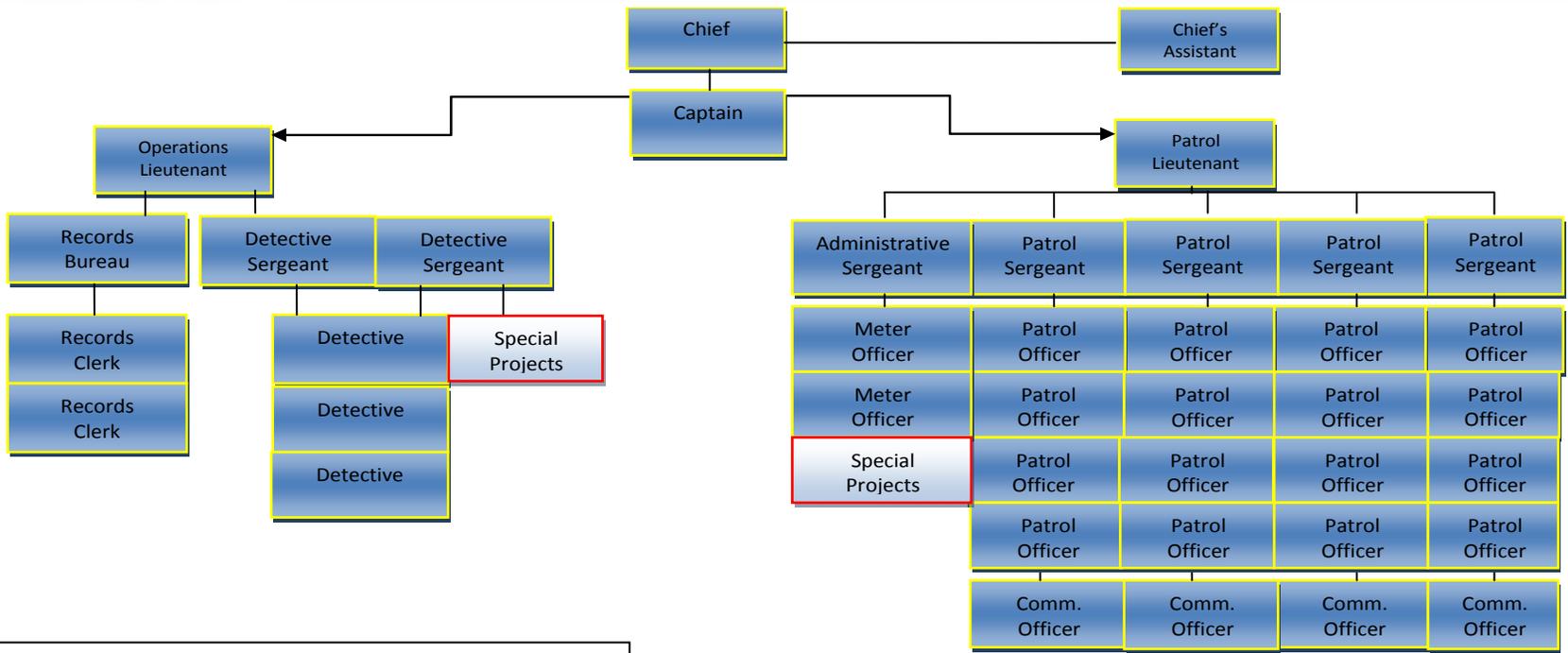
# Public Safety

## *Bernie Miller*

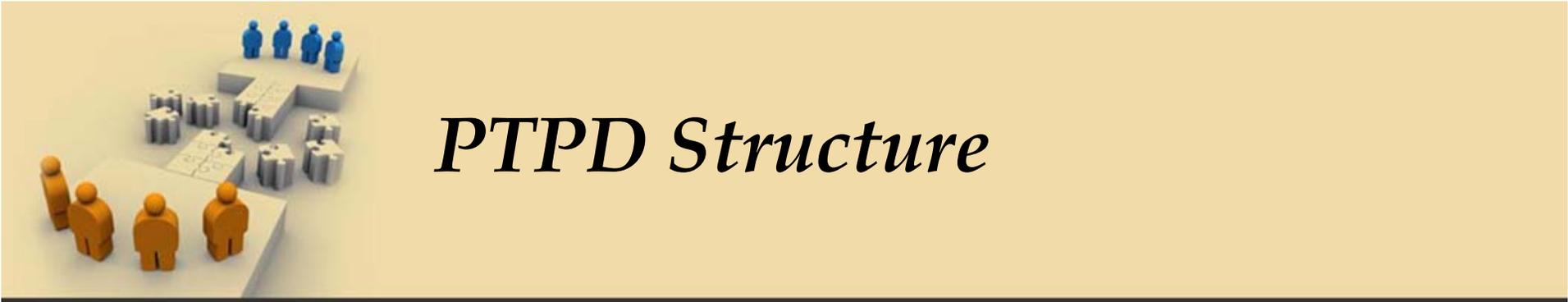
- Membership
  - Mark Freda (chair)
  - Jo Butler
  - Kevin Wilkes
  - Bob Altman
  - Dick Woodbridge
  - Treby Williams (Princeton Univ liaison)
  - Paul Ominsky (Princeton Univ liaison)
  - Chief David Dudeck (Princeton Borough PD Liaison)
  - Lt. Christopher Morgan (Princeton Township PD Liaison)
  - Frank Setnicky (PFARS)
  - Dan Tomalin (Chief, Princeton Fire Dept)
  - Bob Bruschi
  - Kathy Monzo



# PBPD Structure

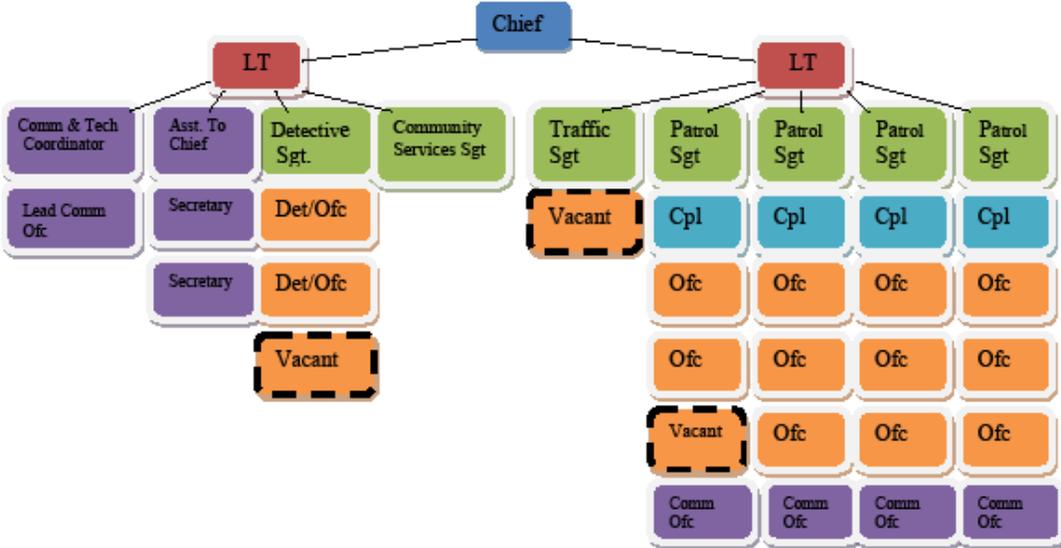


Personnel	
1 – Chief	16 – Patrol Officers
1 - Captain	9 – Civilian Employees
2- Lieutenants	
7- Sergeants	
3 Detectives	



# PTPD Structure

Princeton Township Police Department March 2012 Flowchart



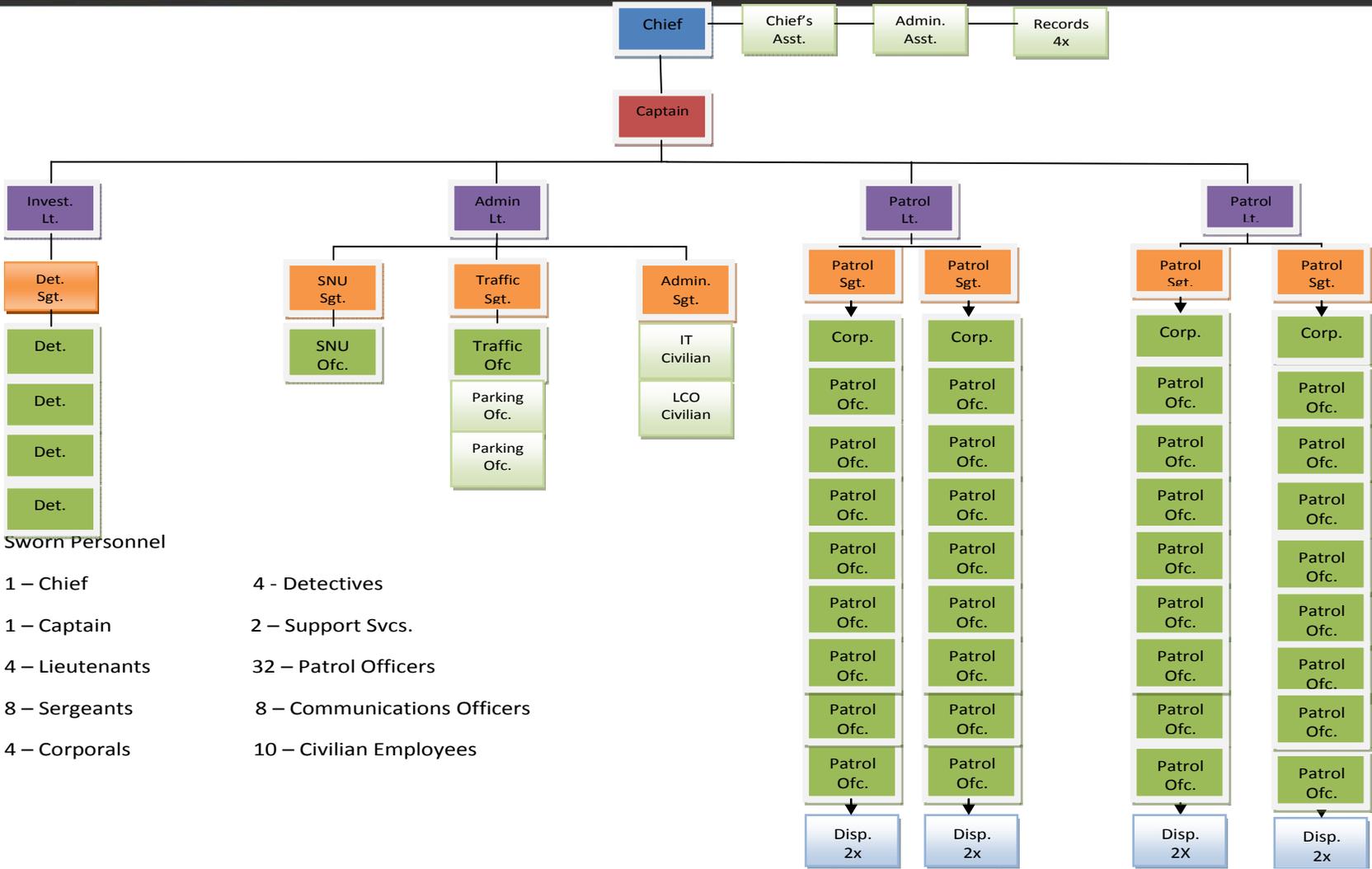
1 Chief, 2 Lieutenants, 7 Sergeants, 4 Corporals,  
13 Officers, 9 Civilians, 3 Vacant



# *Mercer County Statistics*

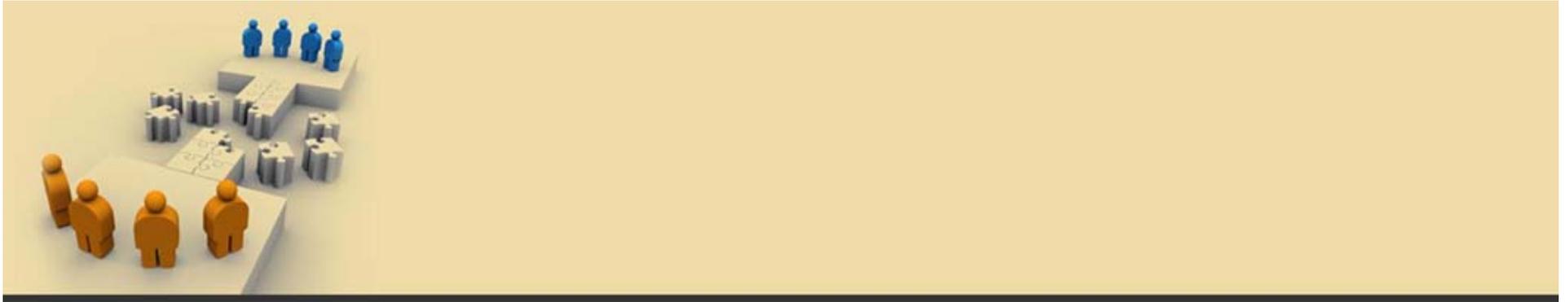
City or Town	Population	Total # Of Officers	Officers Per 1,000	Crime Index Total
East Windsor	26,965	47	1.7	293
Ewing Twsp.	36,098	81	2.2	974
Hamilton	90,491	189	2.0	2,076
Hightstown	5,303	14	2.6	82
Hopewell Tws.	17,941	30	1.7	113
Lawrence	31,913	69	2.1	865
Pennington	2,651	6	5.2	21
Princeton	30,890	56	1.8	580
Robbinsville	12,314	26	2.1	123
Trenton	82,609	372	2.1	3,851
West Windsor	27,061	47	1.7	413

# 56 Officer Model



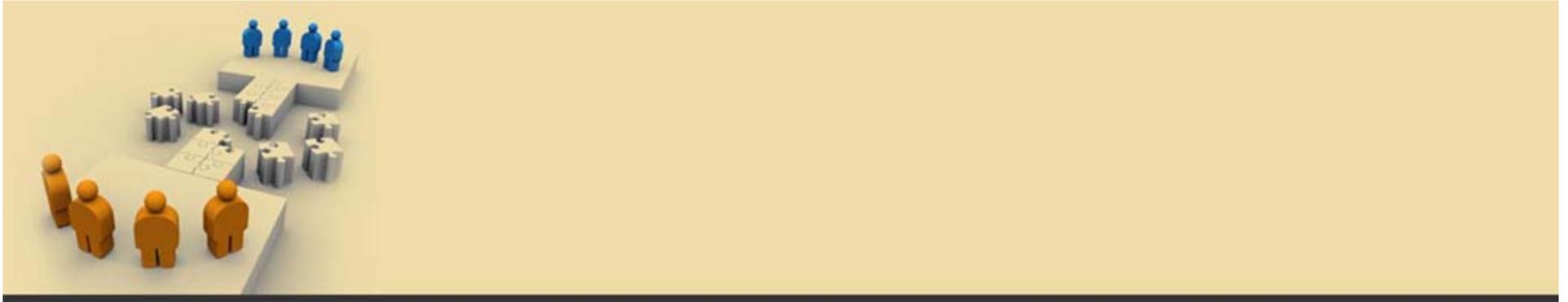
Sworn Personnel

- 1 – Chief
- 1 – Captain
- 4 – Lieutenants
- 8 – Sergeants
- 4 – Corporals
- 4 - Detectives
- 2 – Support Svcs.
- 32 – Patrol Officers
- 8 – Communications Officers
- 10 – Civilian Employees



**QUESTIONS**  
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**Answers**

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# Community Outreach Overview

*Anton Lahnston*



# Community Outreach

## *Anton Lahnston*

- Scope
  - To engage the community in as many ways as possible in the work of the Transition Task Force as the Borough and Township consolidate



# Community Outreach

## *Anton Lahnston*

- Membership
  - **Task Force**
    - Linda Mather, Yina Moore
  - **Citizen**
    - Roger Shatzkin, Bill Zeruld
  - **Liaison**
    - Carol Golden (Consolidation Commission), Anton Lahnston (Consolidation Commission)



# Community Outreach

## *Anton Lahnston*

- Work Accomplished
  - Helped Task Force to have accessible meetings, including minutes and agendas
  - Initiated outreach to 20+ community organizations to conduct update meetings; conducted 2 to-date, with 2 scheduled for Fall
  - Planning additional outreach in the Fall
  - Working with CGR to publish Task Force and subcommittee agendas and meeting summaries on the website and publicize the site's interactive nature



# Community Outreach

## *Anton Lahnston*

- Going Forward
  - Monitor communications process (*ongoing*)
  - Meet and greet with interested community groups (*ongoing*)
  - Develop a plan to “celebrate” the merger’s inception