

Minutes for the Transition Task Force of Princeton

March 7, 2012

Commencing at 7:08 p.m.

Township Hall – Princeton NJ

CALL TO ORDER

The meeting was called to order at 7:08 p.m., By Chair Freda with Ms. Phyllis Persicketti reading the Open Public Meetings Act Statement:

READ OPMA ANNOUNCEMENT

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, February 2, 2012. Said Notice was posted in the official bulletin board transmitted to the Princeton Packet, Trenton Times, and Town Topics and filed with the Township Clerks.

ROLL CALL

Present: Chair Freda, Vice-Chair Sillars, Mayor Goerner, Mayor Moore, Administrator Pascale (Township), Administrator Bruschi (Borough), Mr. Bernard Miller, Ms. Berkhout, Ms. Mather, Mr. Patteson, Mr. Davis, Ms. Butler, (Borough Council), Mr. Levine (alternate) , Mr. McCarthy (DCA Representative) and Mr. Middlekauff (via tele-conference).

Absent: None

APPROVAL OF THE FEBRUARY 8, and 22, 2012 MINUTES

A motion was made to approve both the February 8th and February 22, 2012 minutes as read by Mr. Patteson and Ms. Butler seconded the motion. No discussion. Roll Call: Representatives from the Township – (five “AYES” votes –zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes and minutes were approved.

Department Head Presentation:

- Clerk

Speakers: Linda McDermott (Township Clerk); Delores Williams (Borough Clerk) The Municipal’s Clerk’s Office is the first link between the community and the Municipality. The Clerk provides information and services to help the community fully participate in its government and make informed decisions. This office is also charged with certain statutory duties, most importantly is that they act as the Secretary to the Governing Body. The duties were

outlined. The differences between the Borough Clerk's Office and the Township Clerk's Office was defined. It was pointed out that both offices have started working together. They are combining election districts and there will be 22.

Currently, Princeton Township employs a full-time Clerk and a full-time Deputy. Princeton Borough employs a full-time Deputy Clerk, a full-time Administrative Secretary and two (2) part-time staff. Consolidation Commission Recommendation: Clerk (1), Deputy (1), full-time staff (1) and part-time staff (2). In sum, the Office of the Municipal Clerk would like to maintain at least one additional full-time position which will allow them to achieve their goal in providing the level of service which is expected.

■ Administration/Finance

Speakers: Administrator James Pascale (Township), Robert Bruschi, Administrator (Borough) Kathy Monzo (Township CFO); Sandy Webb (Borough CFO)

An overview was given with respect to the current staffing in the Borough and Township. The administrator positions are established by Ordinance under the Legislation of New Jersey.

A description was given of the Chief Financial Officer position which is a statutory position and is appointed by the Governing Body for a four year term and certified by the State. The major goals and functions were outlined. The Department of Administration and Finance includes the Tax Assessor. By combing into a single department, many efficiencies will be realized relating to the workload impact. Such as: fewer purchase orders/checks; consolidation of contracts and account and ledger reconciliation. However, some areas will show a workload increase. Such as: larger statutory responsibility; larger staff/management responsibility; more tax/sewer line items and a larger levy and budget.

■ Tax Collection

Speakers: Kathy Monzo (Township CFO) and Sandy Webb (Borough CFO)

Both Ms. Monzo and Ms. Webb gave a list of the office function and outlined their responsibilities. The Comptroller; Bookkeeper; Purchasing Agent; Tax Collector/Tax Clerk; Human Resources/Payroll and Customer Service (public interaction) Human Resources, duties were also described in detail. Ms. Webb gave a summary of the Comptroller's duties. Both offices have an Accounts Payable Department. Ms. Monzo stated that the Township has a Purchasing Agent. Changes made since the Consolidation Commission Report: The CFO's were also appointed Tax Collectors and since the report, the Township and Borough each appointed a Tax Collector. Recommendations: Have overall Department of Finance Head. Have a Division of Finance, Human Resources, Tax Collection and Tax Assessment.

■ Tax Assessment

Speaker: Neil Synder

Purpose: Have a combined Tax Assessment for both the Township and Borough which is mandated under Title 54 of the New Jersey Constitution and contains statutes of the Assessor's Law Manual. Mr. Synder gave an overview of the responsibilities overseen by the Tax Assessment Office. It is noted that the tax maps are due before August of 2012 to the State.

☐ Information Technology (IT)

Speakers: Bob McQueen (Twp.) and Bob Hough (Boro)

Township: Provide and assist departments in creating innovative solutions to meet customer (staff) requirements. Staffing within the Township includes one full-time employee who is responsible for all technology, audio visual and end user support. CMIT Solutions is the township's IT support service

Borough: To ensure a secure, solid network in place to allow users to have the tools needed to serve the community with the latest technology available. The Borough outsources all IT to mindSHIFT who are responsible for e-mails, website issues and troubleshooting. mindSHIFT is on site on a scheduled basis and they have a help desk to assist with problems.

The impact of a combined Technology Department was discussed in that there has to be a database conversion between the two towns. Recommendations: retain in house IT and add a full time support position.

Decision Items:

a. Minutes and Agendas, a process

For purposes of the following procedures, references to TTF include all appointed members (elected officials and citizens), the two administrators, the TTF attorney, the DCA representative.

TTF Agendas. Will be created by Chair and Vice-Chair. Goal is to have agenda to CGR by the Monday morning prior to a Wednesday night TTF meeting, sooner, if possible. If the TTF meets on other than a Wednesday night, the goal is put agenda on CGR website at least 60 hours prior to meeting.

TTF Minutes: TTF Secretary produces draft minutes after each meeting, provides these to the Chair. Chair reviews/edits (may involve others in this) and returns minutes to secretary, secretary then distributes minutes to TTF for consideration at next meeting. Once approved, TTF secretary provides final version to CGR for posting and to TTF.

Subcommittee Minutes: Will be taken/produced by a member of that subcommittee. Said member will distribute draft minutes for approval to subcommittee members. Chair of each subcommittee is responsible to see that minutes are taken at each meeting, that

draft minutes are approved at next meeting, approved minutes are distributed to CGR for posting as well as to TTF.

Subcommittee Meeting Agendas: Responsibility of the subcommittee chairs. The goal for agendas is to provide them to subcommittee members. TTF Chair and Vice-Chair, TTF Attorney and CGR for posting 48 hours prior to meetings, sooner if possible.

Chair Freda asked the TTF members if the above-outlined Decision Items relating to Minutes and Agendas were agreeable. All TTF members, both in the Township and Borough agreed in the affirmative.

Discussion Items:

A question was posed by Mr. Miller as to what the process was to appoint citizen volunteers. Chair Freda stated that currently there are resumes which were sent in by citizens and these individuals must be looked at first. If none of the resumes fit the needs of what the subcommittee is looking for, then outside sources can be obtained. Mayor Goerner agreed in that this should be a set policy for all subcommittees to follow. This was agreed to.

Subcommittee Reports:

At this time, Chair Freda said that when scheduling meetings, all subcommittees should look first at the other scheduled subcommittee meetings because some people serve on more than one subcommittee and this could cause a conflict.

Personnel - Subcommittee Chair Berkhout said that they last meeting was held approximately one hour ago. Therefore, they did not have time to prepare minutes. Their committee is making headway. Discussion took place between CGR on the timeline process and making recommendations to the TTF. The Consolidation/Shared Services Commission liaisons gave guidance to the subcommittee. Two Administrators gave their overview as how to see merger happening. Mr. Patteson indicated that they will speak at the next meeting on new policy and benefits.

Public Safety – Recent meeting recap – Chair Freda said that there were two (2) recommendations made for the contracts. (1) WPCS – to do a review of hardware and equipment (police dispatching) to see what is needed – cost \$3,250.00. (2) Professional agreement with Rogers Corporation – SOP’s, general orders, rules and regulations and accreditation - cost \$43, 00. Chair Freda said that the afore-mentioned recommendations made for these two agreements were approved by the two Administrators and the police chiefs. Mayor Goerner made a motion to approve the two agreements and Ms. Butler seconded the motion. Representatives from the Township – (*five* “AYES” votes –zero Nays) – Representatives from the Borough - (*five* “AYES” votes – zero Nays) - motion passes. This subcommittee also had a discussion regarding the Township PD plan to hire new police officers. The recommendation is

not to do this, the two police chiefs have worked out a way to handle this work load until the end of the year. This recommendation will be passed on to Township Committee.

Communications/Outreach – next meeting: 03/14/12 at 8:30 a.m. Subcommittee Chair Mather indicated that she would like for a motion to be made to have Roger Shatzkin, a citizen member, be made part of the subcommittee. Ms. Berkhout seconded the motion. Representatives from the Township – (*five* “AYES” votes –zero Nays) – Representatives from the Borough - (*five* “AYES” votes – zero Nays) - motion passes. Subcommittee Chair Mathers requested that a letter be sent to all citizens who have expressed an interest in serving on either the TTF or a subcommittee, over the signature of the respective mayor to indicate their current status. Mayor Goerner responded that this task has been completed by the Township. Ms. Webb said that the Borough, to date, did not send any letters. Ms. Mather would like for future TTF meetings to be at Borough Hall. She would like that the subcommittee chairs prepare a brief written report to be forwarded to the secretary to focus on what each subcommittee wants to be recorded in the TTF minutes. At the March 14, 2012 meeting, they will be joined by CGR to discuss how to format the notices of all the meetings taking place and begin plans for community outreach activities, etc.

Public Works/PSOC/Recreation Maintenance – - recent meeting recap - Subcommittee Chair Middlekauff said two new citizen members have been chosen to be John Clearwater and John Heilner. The Consolidation/Shared Services Commission is being represented by Ms. Valarie Haynes and she walked through the recommendations made by the Consolidation/Shared Services Commission. Their next meeting is scheduled to be held on March 16, 2012.

Joint Finance Committee – - new members - recent meeting recap - Subcommittee Chair Sillars replied by stating that this committee has not met since their previous meeting held on March 8, 2012.

Boards, Committees and Commissions – Subcommittee Chair Davis said that a meeting was held on February 29, 2012. They asked a citizen (Bill Enslin) to join their subcommittee. Mr. Davis made a motion to have Bill Enslin join their subcommittee and the motion was seconded by Mr. Miller.

A question arose regarding the appointment of citizens to the subcommittees (this topic discussed previously – see page 4). Again, Mr. Davis disagreed and stated that there was no previous policy in place prior to his selection of a citizen member who did not submit a prior resume. It was agreed to add Wanda Gunning as a liaison from the Planning Board to this committee.

Technology – Mr. Patteson said that they did not have their meeting as of yet. Ms. Butler stated that she spoke to Chair Lahnston of the Consolidation/Shared Service Study Commission and expressed an interest in having Pat Simon work with this subcommittee. Ms. Berkhout said that she has some familiarity with IT and would like to join and help his subcommittee.

Facilities and Other Assets – new member – CGR presentation at 3/12 meeting. Each subcommittee should work on what they believe their deliverables are, what their time frames are. Be ready to share this with CGR soon. Subcommittee Sillars said that they will meet on March 9, 2012.

Other Business:

The facility tour is on both Administrators calendars. Chair Freda will reach out to both Administrators to discuss meeting times.

Ms. Butler stated that the Unite Princeton Group will be sending a check for \$400 to each town to use in support of consolidation.

Public Comment:

The Public Comments portion of the meeting was opened to the public at 9:20 p.m.

Chair Lahnston said they there will be meetings with CGR next week. Reference was made that it was CGR's report. This is inaccurate. The report came from the Consolidation/Shared Services Study Commission. CGR helped with the process, the Commission made the decisions and recommendations. And the report was then sent to the governing bodies.

No one else from the public came forward; therefore, the Public Comments portion of the meeting was closed at 9:21 p.m.

No other business came before the Transition Task Force, therefore, a motion was made to adjourn the meeting at 9:23 p.m. by Ms. Butler and the motion was seconded by Ms. Berkhout. All Transition Task Force members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary

Transition Task Force

