

Minutes for the Transition Task Force of Princeton

March 28, 2012

Commencing at 7:04 p.m.

Borough Hall – Princeton, New Jersey

Note: A Tour of Borough Hall place was conducted at 6:15 p.m. for the TTF

CALL TO ORDER

The meeting was called to order at 7:04 p.m., by Chair Freda with Ms. 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 Bruschi (Borough), Kathy Monzo), Mr. Bernard Miller, Ms. Butler, (Borough Council), Ms. Berkhout, Ms. Mather, Mr. Patteson, Mr. Davis, Mr. Levine (alternate)

Absent: Mr. Middlekauff and Mr. McCarthy (DCA Representative)

APPROVAL MINUTES FROM LAST MEETING

The March 21, 2012 minutes were approved. All TTF members voted in favor: Borough (4) “AYES” votes and Township (5) “AYES” votes. There were no “NAYS”. Therefore, the March 21, 2012 minutes were approved as read.

NOTE: Joe Stefko, of CGR, was present via tele-conference to address any questions posed by the Board.

Discussion Items:

Timeline proposed by CGR - the Priority Task Inventory timeline was outlined. It had been distributed tot the entire TTF and then Mr. Stefko followed up with one-on-one conversations with the subcommittee chairs. Mr. Sefko said that the intent is to get down on paper what the priority agenda items are for each of the subcommittees and to put a time-line in place for those. Also it was pointed out that in general and due to overlapping items, there needs to be regular

and clear communication between subcommittees. Mr. Sefko said that the subcommittees should make sure that they do not miss something that is mission critical. Such as: what is needed immediately and then secondarily and longer term. *Priority Task Management* – Chair Freda indicated that a process to make decisions to place people in the key positions needs to be decided soon. Some discussion followed. The TTF then moved into a review of the timeline for each subcommittee.

Personnel – Personnel Subcommittee Chair Berkhout said that Personnel had a meeting just prior to this meeting and they discussed CGR’s time line and it looked fine. Scheduled to be on the agenda next weeks is the ‘preliminary decision on key position selection criteria process. Mr. Patteson said possibilities and options have been considered. The concern is to keep the town running. People need to make a decision as to who stays and who goes, per Mr. Levine. The existing governing bodies have to make some decision to fill key position appointments, hopefully by June 1, 2012. Mr. Miller asked if it is the role of the TTF to fill the positions with the elected officials and if disagreements occur, work them out in closed session. Mayor Moore said that conversations regarding employees need to be in closed session. Ms. Butler wants clarification as to how to proceed relating to this subject matter and possibly have the attorney’s recommendation.

A motion was made by Mayor Goerner to have a Township elected official serve on the Personnel subcommittee to discuss administration and Mr. Davis seconded the motion. Borough (4) “AYES” votes and Township (5) “AYES” votes. There were no “NAYS”. Therefore, an elected official will be named. Mayor Goerner indicated that Susan Nemeth may be interested in this subcommittee position.

Public Works, PSOC, Rec and Related – Chair Freda indicated that he did not know of any concerns from the Public Works Subcommittee with the time table proposed by CGR; but they meet this Friday and can send any to Mr. Stefko. Mr. Middlekauff may speak further on this topic when he arrives.

Facilities and Other Assets – Ok with timetable per Mr. Miller. Mr. Sefko said that they will make recommendations where to house functions.

Public Safety - Chair Freda stated that the time table is realistic. Mr. Miller commented on the organizational structure issues (integration for "Day One"), they have a deliverable date of May 15th, the response on that may be needed by May 1, 2012 to allow enough time for the full TTF to meet an end of May timeframe.

Boards, Committees and Commissions – Mr. Davis had a concern with three (3) sections of the CGR timeline. The due dates are listed on the spreadsheet and the committees have to prioritize their work. A date of July 1st was previously established verses the July 15th date set by CGR. Chair Freda replied that if progress is made sooner, the time line will be changed to reflect such.

Communications and Outreach is fine with the timeline proposed by CGR per Subcommittee Chair Mathers. She will report later on Princeton Future.

Information Technology – is fine with the timeline proposed by CGR per Subcommittee Chair Patteson.

Finance – It was stated that the deadline for the Budget is in two (2) months. The subcommittee is fine with the timeline dates proposed, per Mr. Sillars.

DISCUSSION ON SEPERATION OPTIONS

Separation Options were discussed by Mr. Patteson. The five objectives were mentioned to be: minimize cost; minimize organizational disruption; avoid loss of institutional knowledge, meet consolidation mandate of voters – headcount and dollars, treat employees fairly and minimize their uncertainty. After that there were four separation options reviewed: attrition, voluntary separation, involuntary separation, ERI. It was the unanimous view of the Personnel Subcommittee that best option among the four for non-police staff would be involuntary separation, and that it was for the governing bodies to decide the generosity of the benefits; ranging from what is in current personnel manuals, to a set number of weeks per year worked to a something like a three month separation payment. None of these payout options are recommendations, but simply examples of a potential cost of these packages of benefits. It is the intent of the personnel subcommittee to come back with definitive recommendations, after more research, including examination of comparative packages offered elsewhere. Discussion of separation option recommendations for the police was deferred, but with one exception. An ERI package for the police was unanimously rejected as an option by the Personnel Subcommittee, it being too costly, and bearing a risk of excessive departures.

DRAFT TTF BUDGET

Mr. Sillars said that Finance looked at the TTF budget. The total cost at this point is projected to be \$149,050. This total entails consultants – CGR \$60,000; KSS \$27,500; clerical support \$6,000; attorney fees - \$40,000; miscellaneous/contingency - \$13,550; printing/copies - \$1,000 and supplies @ \$1,000. The initial startup budget provided by the towns was \$50,000. The afore-mentioned sum figure of \$149,050 is just a draft proposal and does not require action to be taken at the present time, per Mr. Sillars, the TTF will decide on this at our next meeting (4/4). Ms. Berkhout said that Mr. Kearns mentioned obtaining a separate Labor Counsel. This item will be discussed and a recommendation made and sent to Mr. Sillars to be included in the discussion at our next meeting. Mayor Moore commented that the TTF resolution states that the internal attorneys could be used. Chair Freda said that none of the municipal attorneys have been requested to do any work directly for the TTF so far. Administrator Bruschi replied that everything is being tracked as far as transition cost versus TTF costs.

JOINT GOVERNING BODY MEETING ON APRIL 10, 2012

Discussion on when next joint governing body meeting is, April 3rd or April 10th, it is the 10th. Gives TTF another meeting to work on issues that may come before that meeting.

MEETING CONFLICT ON APRIL 18th. BOTH CONSOLIDATION COMMISSION and TTF MEET THAT EVENING

Chair Freda stated that there is a conflict between both the Consolidation Commission and the TTF in that they both meet on April 18th at 7:00 p.m. The public may wish to attend both meetings, which cannot happen. JCC Chair Lahnston indicated that the Consolidation/Shared Services Study Commission noticed their meetings back in December of 2011. Their last

meeting which was scheduled had been canceled to avoid a conflict with the TTF. Chair Lahnston requested that the TTF reschedule or move their meeting. A discussion took place between the TTF. Chair Freda will look at the calendar and get back to the TTF with dates.

AFFORDABLE HOUSING and COURTS, WHAT SUBCOMMITTEES SHOULD ADDRESS THESE?

Decided to have the Personnel Subcommittee address these two.

SUBCOMMITTEE REPORTS

Communication/Outreach - Subcommittee Chair Mathers said that after a presentation to the Princeton Merchants Association, the group has asked them to return with periodic progress reports. Because of timing, the invitation from Princeton Futures for May 5th was previously declined; however, the TTF has reconsidered and is committed to participating. CGR has indicated that they are receiving queries about the agendas and meetings of the subcommittees, so please keep the input for the website current.

Boards, Committees and Commissions – Subcommittee Chair Davis indicated that their committee met on 03/22/12. Minutes are in review and once approved will be sent to Chair Freda.

Facilities and Other Assets – Met On 03/16/12. KSS gave presentation. Awaiting draft proposal. Need to include PW facilities in their proposal.

IT – meeting scheduled for March 29, 2012, per Chair Patteson.

Joint Finance – Subcommittee Chair Sillars reported that they had a meeting last Thursday with CGR as to how they will work together and CFO is to get a budget and submit.

Personnel – Subcommittee Chair Berkhout stated that there are possible severance packages for employees in redundant positions who will be affected by the consolidation. The subcommittee voted to recommend for employees other than police a package in the “involuntary” severance category. In addition, they voted to recommend that an ERI package not be offered to the police because of the negative effects it would have on retaining police. The subcommittee agreed that it was important to communicate to employees – including the police – that ERI would not be an option so as not to mislead anyone. Gary Patteson will report these recommendations to the full TTF and will provide the analysis that shows that attrition and ERI were considered, but would not be recommended for the non-police personnel. Jim Levine reported that his working group is continuing its analysis for merging policies and benefits and they are still on track to be able to present a report on this to the Task Force on April 18. Shirley Meeker provided a written report on the various cross-pollination efforts already taking place among the staff, and she will continue to monitor these activities and report on them to the subcommittee which, in turn, will report on ongoing efforts to the Task Force. The next meeting of the committee will be on April 4 at 5:30 p.m.

Public Safety – This subcommittee met on 03/23/12 and reviewed a recommended force size from the tw PD’s. The University gave an outline on their Department of Public Safety. The next meeting is on April 5, 2012 at Township Hall.

Public Works/PSOC/Recreation Maintenance/Engineering/Planning/Zoning/Historic Preservation – is scheduled to meet on March 30, 2012 and the agenda has been sent out.

OTHER BUSINESS

Administrator Bruschi spoke with PERC and they will go over the contracts and there will be a meeting in a few weeks to coordinate the staff. Administrator Bruschi and Kathy Monzo will discuss the Labor Counsel issue and determine whether to use the municipal attorney or seek other counsel. If an outside Labor Counsel is brought on board.

PUBLIC COMMENT

Ms. Shirley Meeker commented about making appointments to positions.

ADJOURNMENT

No other business came before the TTF, therefore, Ms. Butler made a motion to adjourn at 8:55 p.m. and Ms. Berkhout seconded the motion.

Respectfully submitted,

Phyllis Persicketti, Board Secretary

Transition Task Force