

**PRINCETON**  
**Office of the Administrator**  
Princeton, New Jersey 08542

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Date: August 14, 2012  
*REVISED AND REISSUED-September 5, 2012*

TO: Transition Task Force

FROM: Robert W. Bruschi                      Kathy Monzo  
Borough Administrator                  Acting Township Administrator

SUBJECT: **Progress update**

Just a quick update as to the progress on some of the items staff has been working on as we continue moving forward with consolidation. Do NOT construe this as the only items. There are a plethora of other items and tasks that are being worked on daily. I've chosen these as they seem to be the most requested update items.

- Personnel
  - PPM—this project is being worked on by Borough and Township staff to re-write the two current documents and have a set of policies that can be adopted and be in place for 1-1-13. It is hoped that the DRAFT document will be provided to the two administrators in mid September
    - *We continue to be on target to have the draft of this document completed mid to late September*
  - Salary & Wage Plan—Staff is working on the collection of data in which to have a new combined salary and wage plan. In addition a final policy will be developed on how to address any salaries for similar positions in the two communities where there is a significant discrepancy. This is for non contractual positions. Any positions covered by a bargaining unit will need to be addressed through the collective bargaining agreements. The goal for completion of this project is mid to late September.
    - *With summer vacations the timetable for receiving this document has slipped until late September to early October*
  - Bargaining Agreements and Representation—little progress has been realized on the representation issues of the two blue collar contracts. Bob Clarke has been asked to follow-up with PERC to begin to have them intercede in getting this process finalized.
    - *Labor counsel continues to discuss with PERC moving the process forward. There appears to be some agreement with regards to the teamsters and the two sets of dispatchers. However that process is yet to be formalized. Having certain terms and conditions in place remains a high priority especially in the area of the two blue collar bargaining units.*

- Job Descriptions—Staff from both communities are in the process of re-writing and standardizing both form/format as well as actual responsibilities of all positions. The goal for having this information is mid to late September
  - *This remains on schedule to be completed by the end of September*
- Severance update—Most of the separations have been verbally agreed to. Execution of documents is pending. The goal for completion of this process is ASAP-
  - *We have completed all of the interviews with the exception of the administrative assistants. This process is now scheduled to be completed by the end of next week. This will result in the implementation of the last separation agreement.*
- Other position recommendations/appointments—all of the positions for the non union and middle management positions is nearing completion. There are two areas where interviews must take place. Goal for completion is August 31<sup>st</sup>.
  - *We are now in the process of completing an organizational chart which will account for all personnel in the new government by name and title.*
- Budget, finance and purchasing
  - All departments have been asked to submit their 2013 budgets. Kathy and Sandy will be working on putting this information together for the Finance sub-committee.
  - Vehicles replacement plan
    - Draft plan for police vehicles has been completed. This will include some painting of existing vehicles and a plan for the reduction of the over-all fleet by about 7 vehicles. The 7 vehicles are being evaluated to see if they could be repurposed for the remaining municipal fleet needs. Any remaining vehicles will be auctioned.
      - *This has been distributed to the two governing bodies and upon receipt of additional quotations a contract shall be ordered*
    - Public works vehicles and equipment will be the next group of vehicles to be reviewed.
      - *Monday September 10<sup>th</sup> will be a kick-off meeting of all of the DPW supervisors to begin to outline various areas of responsibility and to go over the provision of services.*
  - Other items
    - PD uniforms are in the process of being ordered.
    - *Weapons have been ordered*
- IT
  - Phone system cutover-scheduled for October. Some work has already begun
    - *Township has begun the shift to the new email addresses. Borough will follow shortly*
  - Dispatch—receipt of proposals is currently being evaluated. Decision is to be made ASAP
- Professional Services
  - *Staff has submitted an announcement for receiving request for proposals for the following positions. Auditor, Municipal Attorney, Bond Counsel, Judge, Prosecutor and Public Defender. The deadline for the submittals is October 26<sup>th</sup>.*

*At the conclusion of the solicitation staff will compile the information in a matrix format for the new mayor and governing body to consider after the election and before the start of the new year.*

- Volunteers
  - *We are reading a process for solicitation of volunteers to serve the new government. The process will be two fold. The first is to advise current volunteers that their terms expire and to gain a level of interest from them about continuing to serve. The second will be to develop a talent pool to both fill out needs and or to replace individuals. Again it is anticipated that this process will begin in mid September and continue through to November.*
- Facilities
  - KSS has met with almost all of the departments. They will have completed all of the meetings by the end of this week. A meeting is scheduled next week to see exactly how the space will be utilized to meet the current staffing needs. Preliminary information shows that most of the employee needs will be accommodated through shifting of furniture. There is a furniture inventory that is being completed now so a determination can be made as to repurposing existing furniture and then what needs to be ordered in which to accommodate the new arrangements. No surprise is that the Police and Clerk/Administration areas will need the most construction related work. Neither one of the physical modifications is unachievable in the short term. The goal for beginning the process of moving offices is Mid-September and completed by early November. This may or may not include the police. The goal is aggressive and is very much contingent upon each domino falling at the appropriate time. If one doesn't fall then the process will be delayed.
    - *Inventory of current furnishings is nearly complete. Having this information will help implement the moving of many offices that do not require any significant physical space modifications. (as noted above)*
    - *Several meetings have taken place with key members of the administrative staff and KSS to determine the final requirements and office layouts for both the municipal office buildings.*
    - *Contracts being prepared with KSS for the necessary construction documents for the various Building improvements. This is necessary because we will need more formal plans etc in which to get proposals to complete all of the work.*
    - *Contracts being prepared for a third party construction manager to oversee the various improvements and act on behalf of the administration*
    - *While the push remains to get into the move phase by mid September it has become apparent that there will be some slippage and early October is a more reasonable time frame.*
  - Corner House—Representatives from Corner House toured the office space in Borough hall and we are very optimistic that their needs can be met. While not a high priority we have in mind that they can move out of VRS within the same time frame as outlined above.
    - *Corner House needs can be met in the lower level of the current Borough Hall. Finalization of the plans are being worked on. However clearly*

*their needs will be accommodated and likely the move will be somewhat more expedited for certain parts of their operation.*

- TV-30—Representatives from TV-30 toured the building and were shown what space could be made available. We are awaiting what their space needs are, what their planning needs are and something that could show their financial wherewithal to complete the work and finally a copy of their current lease.
  - *TV 30 has submitted a listing of their needs. These will continue to be evaluated as we determine the final requirements for the administrative offices.*

- other