

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*January 19, 2011*

**Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township**

**Minutes of the Regular Meeting**

**Wednesday, Jan. 19, 2011 7 pm**

**Municipal Complex, Conference Room A**

**400 Witherspoon Street, Princeton, NJ**

**1. Call to Order**

The meeting was called to order at 7:07 pm, with Ms. Shabnam Salih 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 November 29, 2010 at 2:00 p.m., 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.

**2. Roll Call**

**Present:** Golden, Haynes, Metro, Miller, Goerner, Lilienthal, Lahnston, Simon, Small, Goldfarb, Trotman, Pheiffer

**Absent:** McCarthy

**3. Review and Approve Minutes from 12/22/2010**

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Motion made by Golden to approve December minutes.

Motion seconded by Simon.

All in favor with one abstention.

**December minutes are approved.**

#### **4. Brief Q and A on Baseline Report with Joe Stefko, CGR**

Chairperson Lahnston explains that there has been much discussion on the report and if there are any remaining questions that Commissioners may ask Stefko at this time, although the Chairperson explains he is not sure what will happen with comments at this time.

Stefko explains that the process for changes to the baseline report will be to create and put addendums on the website as opposed to continuously uploading newer versions of the document, as that will only create confusion.

Lilienthal asks for clarification as to what will be going in the addendums and Chairperson Lahnston states that only necessary revisions will be in addendums.

Lilienthal also prompts discussion on what the baseline report means.

Goldfarb states that the Commission must ensure the conclusions are correct based on data and the report and that they should be aware of comments for a correct analysis. He continues that their main focus now should be on the analysis.

Stefko states he does not foresee any major changes to the December report.

Chairperson Lahnston thanks Chad for the “Forward” portion of the report, which helps explain the report.

##### **a. Introduce Michael Carpenter from CGR**

Stefko introduces Carpenter to the Commission.

Carpenter introduces himself to the Commission and gives a short presentation on his professional experience. He has been active in two different law enforcement agencies, done work in staffing analyses, police consulting and has experience in over 35 management studies. He is looking forward to his work on this project.

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**5. Preparation for Public Meeting on Jan. 26, 2011 Including:**

- a. Meeting Purposes and Structure**
- b. Process for Review of Report**
- c. Looking Forward- Options and Opportunities**
- d. Comments and Dialogue**

Chairperson Lahnston outlines the purposes for the upcoming public meeting.

1. Briefly provide update to public
2. Stefko will review key points of the Baseline Report
3. Engage the community in dialogue emanating from the Baseline Report
4. CGR will review the sequence of steps after the report

Goldfarb says that the Commission should not give people the idea that they are starting a dialogue when they do not have a basis for reactions.

Chairperson Lahnston explains that his understanding is that they may start a dialogue at this point.

Mayor Trotman explains that people will have started forming opinions and that the Commission should let the public know where the Commission is and where it will be going. She suggests letting the public ask questions and begin the dialogue.

Lilienthal explains that his understanding is that it will be a status update meeting and suggests focusing dialogue in a specific direction. Lilienthal asks Stefko what he is looking to gain from the meeting to help with his work.

Stefko explains that comments from the public on the report, their reactions on the process and where the work will be going in the future will be helpful. It is also an opportunity for the Commission to share information and get reactions from the public.

Golden explains there is no risk in the public voicing specific opinions even if their questions cannot be answered at the time.

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Metro suggests changing the sequence to the following: 1, 4, 2 and then 3.

Chairperson Lahnston agrees to the suggested sequencing change.

Mayor Goerner states that it will be helpful to have at least one slide explaining the options within the local options provisions of the current law.

Goldfarb says that the meeting focus should be on the baseline report and at the time that the Commission gives its recommendations the public will have the opportunity to give their reactions.

Former Mayor Miller asks Stefko to highlight the subcommittee meetings.

Chairperson Lahnston explains that this process for reviewing the report in the meeting is up to the discretion of Stefko.

Stefko explains the slides he is preparing for the public meeting on the process of review of the report and the anticipated timeframe. The Commission makes suggestions on word choice.

Small asks which subcommittee will deal with municipal governance.

Former Mayor Miller answers that the Consolidation Subcommittee will deal with the governance issue.

Chairperson Lahnston asks Stefko to move recommendations to the end of May rather than June. He also asks for the final slides that he will use in the public meeting so that Commission members may use them in upcoming meetings.

Mayor Goerner says that they might need to add Commission meetings in the two final months as things are changed and are discussed within subcommittees.

Chairperson Lahnston states that at the February meeting they will add more meetings onto the calendar.

Metro asks how many reports there will be with the options.

Stefko answers that it will be one report.

Chairperson Lahnston asks where the ordinance issue is in the timeframe and Stefko is not sure.

Mayor Goerner explains that there should be a listing of local options for the

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public to see.

Goldfarb asks if in order to take advantage of some of these local options they need to be included in the report or in the Commission's recommendations.

Mayor Goerner explains that he does not see municipalities doing more than what is in the Commission's recommendations.

Goldfarb asks if ordinances have to appear in referendum or in the report.

Pheiffer explains that what the public will be voting on is in the report. The report will drive the referendum question, which will be directly from the report.

Goldfarb asks if getting this done by May is realistic.

Pheiffer answers that many of the procedural issues are new.

Mayor Goerner states that the Commission needs to look at the procedures and that the general recommendations need to come from the local options act.

Chairperson Lahnston explains that the Commission needs to develop a clear understanding of the local options.

It was agreed that Mayor Goerner will give a presentation on the local options at the next meeting.

Lilienthal asks how much detail of the picture is in the referendum.

Mayor Goerner explains that the 1996 referendum question was straightforward and that this Commission's report will be a lot more detailed than before and it will better educate the public but the referendum question will look simpler. He also states that both governing bodies will need to be held accountable to the reports.

Simon requests that both governing bodies not to change the reports.

Mayors Trotman and Goerner state they will take the report recommendations as is.

Simon asks if the referendum is approved in November then will another Commission be needed for implementation.

Pheiffer explains that the law says that the Commission should provide guidance.

Chairperson Lahnston suggests that subcommittee work be stepped up dramatically.

Former Mayor Miller explains that since the same referendum question needs to

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appear in both municipalities, the reframing of the question by each municipality will be limited.

Chairperson Lahnston asks if Commission members are satisfied with the changes for next week and general consensus is yes.

## **6. Update on the Possibility of Conducting a Survey**

Chairperson Lahnston says that the Commission has decided against a survey by the University.

Simon adds that he is talking with three potential partners. There are no pro bono offers. The price range is \$10 to \$15 thousand and the Commission does not have this allotted for in the budget. More money will be needed from the municipalities should the Commission choose to pursue a survey. He also explains that the Commission is out of time to do the type of survey they planned on last month. If the Commission would like a survey in April then the goals of the survey will be different. Simon then discusses the possibility of focus groups and that they could possibly be pro bono. Focus groups could serve in addition to or instead of the survey.

Chairperson Lahnston explains that the subcommittee is about one meeting away from asking for money for the survey. Simon asks the Commission for their approval on the survey and or the focus groups.

Former Mayor Miller asks how the April survey will fit into the timeframe when the final report is in May.

Simon explains all surveys take 4- 6 weeks.

Chairperson Lahnston states that an analysis of the survey used in deliberations of options could be really helpful.

Mayor Goerner states that the real window for the survey has passed and he sides with focus groups.

Goldfarb does not believe the survey is extraordinary enough to change the

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budget set out for the Commission.

Former Mayor Miller reiterates that it will be difficult to fit in a meaningful survey so close to the final report.

Small asks how the budget currently looks.

Chairperson Lahnston says the budget is currently fine and there is nothing anticipated as of yet.

Lilienthal states that a survey should come at a later point when they can be asked about the options.

Mayor Goerner is opposed to a survey at this point in the process and believes a focus group will be more valuable in spurring dialogue and educating the public.

Motion made by Former Mayor Miller to proceed with inquiring about focus groups and if it can be done for free then the subcommittee can begin the process.

Goldfarb seconds the motion.

All vote in favor of the motion.

Haynes states that if the Commission is talking about spending more money then they need to go through contracts law.

## **7. Comments from the Audience**

Audience member Steven Fitzpatrick comments that it is important for the Commission to reaffirm in audience's mind that the Commission is willing to be aggressive in its work in this process. He also says that that there is an expectation of a fairly radical change or improvement to be made.

Chairperson Lahnston asks Mr. Fitzpatrick to please bring his point up at the public meeting.

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## **8. Reports from Each Subcommittee Chair**

### **a. Police**

The police subcommittee has facility tours set up of the Borough and Township tomorrow, January 20th. There are interviews set up and coordinated with CGR then there will be dialogue. There will be a subcommittee meeting next Monday (2/24/11.)

### **b. Community Engagement**

The community engagement subcommittee has met with or is planning to meet with various community stakeholders including: Princeton public schools, the University, Merchants Association, the Seminary, the Institute for Advanced Studies, Senior Center, the Clergy Association, Witherspoon Presbyterian Church, PTO's, etc.

Golden shares that if any other Commission members want to attend public presentations then they are welcome to attend and help.

Haynes explains that another function of these smaller meetings has been to get people to start thinking about the process and the options and people are starting to do so.

Golden states that people are being heard.

Chairperson Lahnston states that they have asked groups if they can get back to them with information and groups have happily answered yes.

### **c. Public Works**

Haynes explains that they have toured all of the facilities and conducted a meeting with Public Works personnel along with CGR. There is another meeting next Friday.

### **d. Municipal Consolidation**

Former Mayor Miller explains that the subcommittee has set its schedule of meetings through June and at the next meeting they will set the ground rules for what they will be doing as they go forward.

### **e. Finance**



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Mayor Goerner explains that their subcommittee met last week and talked about the annual debt information. They will discuss the apportionment of debt at the next meeting.

**i. Add one Commission Member**

Motion is made by Mayor Goerner to add Former Mayor Miller. Motion is seconded by Metro.

All vote in favor of the motion.

**ii. Update from DCA**

The DCA report is required to be submitted for consolidation purposes. It is important that there is a simultaneous release of both reports because options will be in the CGR report.

**9. Review of Calendar and Events for January and February**

**a. Next Meeting is February 16**

Public meeting is set for 1/26/11 and the next Commission meeting is 2/16/11.

**10. New Business**

Commission members discuss whether there is anything the Commission should know at this time about the fire department consulting.

Mayor Trotman says it is not an issue for the Commission at this time.

Mayor Goerner says he does see it being a future issue.

Golddfarb asks that the Commission be informed if there is anything the Commission should know about the fire department consolidating.

**11. Adjournment**

**Motion made to adjourn by Former Mayor Miller.**

**Motion seconded by Mayor Goerner.**

**All vote in favor of motion and meeting is adjourned at 8:50pm.**

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**Respectfully Submitted,**

**Shabnam Salih, Study Commission Secretary**

Approved: February \_\_\_\_, 2011