

Minutes for the Transition Task Force of Princeton

October 17, 2012

Commencing at 7:08 p.m.

Township Hall – Princeton, New Jersey

CALL TO ORDER: Meeting called to order by Chairman Freda

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: Chairman Freda, Vice-Chairman Sillars, Mayor Goerner, Mayor Moore, Mr. Miller Ms. Butler, (Borough Council), Mr. Patteson, Mr. Davis, Ms. Mather, Mr. Levine (alternate – via tele-conference), Mr. McCarthy (DCA Representative)

Also Present: Administrator Bruschi (Borough)

Mr. Kearns (TTF Attorney) and Ms. Persicketti (Board Secretary)

Absent: Ms. Berkhout, Mr. Middlekauff and Acting Administrator Monzo (Twp.)

APPROVAL OF MINUTES

Approval of September 19, 2012 minutes –Mr. Sillars made a motion to approve the minutes and Mr. Miller seconded the motion.

AYES: Township = 4 votes; Borough = 4 votes

NAYS: None

ABSTENTIONS: Ms. Mather

Motion carried and the September 19, 2012 minutes were approved as read.

Discussion/Decision Items:

1. *CGR draft report, Joe Sefko (materials handed out 9/19 were to be reviewed and commented on by 10/4, update tonight, interim report in November, final report in Dec./Jan. time frame) - Chairman Freda stated that a memorandum was sent by Joe Sekfo of CGR with an outline of the report dates. The Interim Report is scheduled for mid-November.*

Finance Report was given by Sub-Committee Chair Sillars gave a summary to state: savings estimates of the TTF staffing recommendations and a 3-year (full implementation) projects based on a TTF baseline and the Joint Consolidation/ Shared Services Study Commission (hereinafter referred to as JSSCC), recommendation; transition costs; funding sources/offsets for transition costs and a report on the operating budget for 2013.

▶ The JSSCC estimated approximately \$1.7million in total for transition costs. While they included a placeholder for separation costs, they did not include an estimate;

▶ Including separation costs, the Finance Subcommittee estimates the transition costs to be approximately \$2.0 million.

▶ **The Executive Savings projection for 2013 is at least 40% greater than the JSSCC estimate (\$3.26million vs. \$1.6million);**

▶ Long-term three (3 year full implementation) savings projections give the governing body the opportunity to exceed the \$3.32 savings estimated by the JSSCC;

▶ Accelerated staffing changes completed in 2012 will result in \$705,000 in savings to assist in offsetting transition costs and these savings were not anticipated;

▶ In addition to the \$705k offset, the municipalities will receive a 20% reimbursement from the State of New Jersey and they have also received \$500,000 from Princeton University.

Mr. Patrick Simon (JSSCC) gave a report in staff savings.

▶ The JSSCC gave a figure of \$3.321 million of savings (in 2010) from staffing changes and the number has increased for inflation to reflect slightly higher salary & benefit levels in 2012 to be \$3.610 million.

▶ Salary Harmonization costs were included by the Finance Subcommittee in the projections and as a transition cost. The Public Safety Committee recommended in its initial staffing level for sworn officers to be (56). Due to attrition, there are presently 54 sworn officers. The Finance Subcommittee gave saving ranges to be low and high projections resulting in a low of 56 and a high of 51 sworn officers.

Ms. Adrienne Kreipke gave a brief summary of transition costs and coincidental costs. Transition costs are costs incurred to implement Consolidation; costs that would not otherwise have been incurred in the near future. Coincidental costs are costs that would have been incurred in the near future regardless of Consolidation. Timing may have been triggered by Consolidation.

The 2013 Operating Budget had savings which are in addition the staff savings outlined by the JSSCC.

In sum, savings for 2013 exceed the original estimates. The transition costs are estimated at \$2.0 million vs. the \$1.7 million outlined by the JSSCC, which did not include separation costs. The 2012 anticipated savings of \$705,000 can serve to offset the transition costs and the offset is bolstered by the 20% state reimbursement and the \$500, 00 contributed by Princeton University. The 2013 Budget stands to save the community an additional estimated \$250,000 to \$400,000. The JSSCC, the TTF and the governing bodies have positioned the community well to meet the objectives of Consolidation.

Special Committee on Public Works – Mr. Miller said they had the subcommittee look at the Public Work needs and presented a five (5) year plan. The River Road project had the first part approved and implemented. The governing bodies will look at this matter at a later date. The Public Works portion become part of the TTF Report to include recommendations made and concerns posed (to be right location and costs associated). This project will not be completed by the end of 2012 and will be addressed in 2013.

Short Term Report - provide this report to the community. Questions raised: Is River Road the right location and other possibilities should be researched. Discussion took place as to whether to include the Public Works Report into the TTF Report. Mayor Goerner pointed out that the Public Works report needs to be included; however the report needs to state the long term issues raised and language should be built in. Chair Freda also pointed out that there was a suggestion to reuse existing facilities that had a very preliminary budget that should be included with this report. A motion was made by Chairman Freda to include the Public Works Report and the additional report he mentioned in the overall TTF Report and the motion was seconded by Ms. Butler.

AYES: Township = 5 votes; Borough = 4 votes

NAYS: Mr. Levine

Motion carried and the Public Works Report shall be incorporated into the overall TTF Report.

At this time, Chairman Freda ‘thanked’ the Public Works Subcommittee for the great report submitted as did Mr. Miller and Ms. Butler.

2. *Existing ordinance review, update?* Mr. Kearns stated that there are currently no update and will be contacting the municipal attorneys tomorrow (October 18th) to obtain an update.

3. *Update on providing a seminar/retreat for new governing body members?* Administrator Bruschi is currently working on this issue.

Chairman Freda said that Ms. Berkhout suggested a recommendation be made as to what/if CGR will have a role in 2014. CGR could be considered to provide assistance to the governing body next year, per an e-mail sent to Chairman Freda by Ms. Berkhout. Mr. Bruschi responded that they had a discussion with CGR as to what to provide; but has been no proposal made. CGR can be looked at as a resource. Mayor Goerner replied that the suggestion made by Ms. Berkhout regarding CGR, is a decision to be made by the future governing body.

4. *Transition costs to date, update* - Discussion took place on the fees spent: the transition costs will be capitalized over a five (5) year period, per Mayor Goerner. The State will pay the first year of transition costs (receive a 20% in a lump sum). The legal/counsel fees and CGR fees are incorporated into the TTF (\$121,000). The municipal attorney fees (working on the ordinances = \$225,000. It should be noted that the afore-mentioned figures are estimates, per Mayor Goerner. The police cars are not part of the transition costs. The salary harmonization cost is \$274,000, which may not be a reimbursement. The relocation of Corner House was not caused by Consolidation; but facilitated it to move, per Mayor Moore. The relocation of Corner House is outside of TTF's jurisdiction and is determined by the governing bodies, per Mr. Sillars.

5. *Have subcommittee chairs ask all their committee members about input names for the two town hall buildings after consolidation?* This is not really a TTF matter, and the idea that the Princeton Public Library run a contest on the naming of the two buildings was seen as a good idea by the TTF.

Public Meeting sponsored by the TTF: Ms. Mather indicated that the library is booked for December 3, 2012 hold this meeting to update the public on the actions and recommendations of the TTF. A motion backing this effort by the Communications and Outreach Subcommittee was made and passed.

6. *Subcommittee Reports (if needed)*

Infrastructure & Operations

Garbage/Food Waste Decision Process – Due to a bidding issue raised by one of the bidders on this work the matter was not discussed in detail; nor could the TTF make a recommendation on this as far as any specifics are concerned. However the TTF did hear that the total anticipated budget for garbage collection and food composting was ~\$1.9 million, the TTF felt this figure was a reasonable one to work from for these services.

Boards, Committees and Commissions Subcommittee – Subcommittee Chair Davis gave an update on the Advisory Committee and Planning Districts.

Community/Outreach – Subcommittee Chair Mather said that the 'Consolidation Celebration' was moved to January 1, 2013. The committee is accepting invitations from groups who like for them to speak (Merchants Club and Nassau Club).

Facilities & Other Assets, IT, Joint Finance Committee, Personnel, Public Safety and Infrastructure & Operations had nothing further to report.

Other Business

Next scheduled TTF meeting:

November 28, 2012

7:00 p.m.

Township Hall

Public Comments

Chairman Freda opened the meeting for public comment at 8:54 p.m.

Mr. Lahnston had a question regarding garbage disposal and do all the residents pay taxes whether they are a participant in the program or non-participants? The answer to that question is yes.

ADJOURNMENT

No other business came before the TTF; therefore, a motion was made to adjourn at 8:55 p.m. by Chairman Freda and Ms. Mather seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

/pp