

**Minutes for the Transition Task Force of Princeton**

**November 28, 2012**

**Commencing at 7:10 p.m.**

**Township Hall – Princeton, New Jersey**

**CALL TO ORDER:** Meeting called to order by Chairman Freda

**READ OPMA ANNOUNCEMENT** (Ms. Persicketti read the OPMA Announcement and took Roll Call)

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, Mr. Miller, Ms. Butler, Ms. Berkhout, Mr. Middlekauff, Mr. Patteson, Mr. Davis, Ms. Mather, Mr. Levine,

**Also Present:** Administrator Bruschi (Borough)

Mr. Kearns (TTF Attorney), Mr. McCarthy (DCA Representative) and Ms. Persicketti (Board Secretary)

**Absent:** Mayor Moore and Acting Administrator Monzo (Twp.)

**APPROVAL OF MINUTES**

*Approval of August 15, 2012 minutes* –Mr. Middlekauff made a motion to approve the minutes and Mr. Sillars seconded the motion. Mr. Middlekauff said that on page 5 under “Subcommittee Reports – Item G - Infrastructure & Operations” - on line two it states they went out to bid on leaf and brush and the bid actually was for garbage. Therefore, leaf and brush should be changed to reflect “*Garbage*”. With the above noted change made, the vote was as follows:

AYES: Township = five in favor; Borough = all (five) in favor

NAYS: None

ABSTENTIONS: Mayor Goerner

Motion carried and the August 15, 2012 minutes were approved as read.

*Approval of October 17, 2012 Minutes* – A motion was made by Mayor Goerner to approve the minutes as read and Ms. Butler seconded the motion.

AYES: Township = all (six) in favor; Borough = four in favor

NAYS: None

ABSTENTIONS: Mr. Middlekauff

Motion carried and the October 17, 2012 minutes were approved as read.

**Discussion/Decision Items:**

1. *CGR draft report, Joe Sefko (interim report in November, final report in Dec./Jan. – time frame)* – Chairman Freda stated that CGR e-mailed the latest version of the final report to the TTF committee and he encourages everyone to read it as soon as possible and make any comments they feel deemed appropriate to Joe as soon as possible.
2. *TTF sponsored Town Hall on 12/3 at Princeton Public Library, need all to attend* – the gathering will be held at the library and is scheduled for December 3, 2012 commencing at 7:00 p.m.

Ms. Berkhout remarked that the CGR Report has several typos and she also has several suggestions regarding the CGR report’;

On page 2 of the report it reads ‘designated’ Chair Freda – should be changed to reflect “elected” Chair Freda;

Ms. Berkhout does not understand the way CGR designated voting members of subcommittees as it is not made clear. Chairman Freda remarked that members of the TTF and appointed citizen’s members of each subcommittee were the voting members; the liaisons from the Consolidation Commission and the staff were not voting members. The elected officials appointed, after the fact, was up to the subcommittees.

Page 6 – priority tasks – it reads CGR ‘developed the priority tasks’ -- should read CGR in “collaboration with the subcommittees developed the priority tasks”;

Page 28 – the draft of the manual was under review and should have been completed in September. Administrator Bruschi said a meeting took place and legal counsel did a majority of their review and take out ‘September’ and replace with “December”;

Salary Harmonization – reads the number was given to the Finance Committee. and awaiting approval by the new governing body – Administrator Bruschi indicated that the new governing body has to adopt a Salary Resolution and a Salary Ordinance. This should be done in January of 2013. (a lot will be negotiated by bargaining units).

On page 44 under 'Status' reads it is expected to happen in October. It is now December; therefore, the committee needs to state the status.

On page 69 – states website inception since August (Ms. Berkhout assumes that more has been done to the website since August).

On page 94 (bottom) transition impacts – add the word 'one time' transition costs, per Ms. Berkhout. Mr. Sillars replied that transition costs were defined as one time prior to that and no further clarification is needed.

Chairman Freda stated that on December 3<sup>rd</sup> at the Town Hall meeting, he will give a brief "Welcoming Remark" to the attending public, Mr. Sekfo will do a brief summary of the report (lasting 20 minutes); Mr. Bruschi will do review of where the departments have moved or will move. The public will be asked to write down questions on cards and Ms. Mather will oversee this process to ensure that duplicate questions are not asked. The TTF will address as many questions as they can. The questions will be directed to the appropriate person. Chairman Freda said that all TTF members and subcommittee chairs should be in attendance if they can. The purpose of the meeting is to share information with the public as to what the recommendations of the TTF were, and to answer any related questions to this process. The report will be placed on the internet on November 29, 2012, per Ms. Mather. Chairman Freda said that the report is not final due to finance, etc., which will not be finalized for a few more weeks. The meeting on December 3, 2012 was listed in the Princeton Packet, Town Topics, Trenton Times, Planet Princeton, Princeton Patch, US 1 and the website. There is a Township Committee meeting on the same evening, per Mr. Miller. Mayor Goerner said that the meeting will take place with an early start and a shortened agenda; and he and Mr. Miller will then attend the Town Hall meeting thereafter.

*3. Existing Ordinance review, update?* Mr. Kearns said that he spoke to Ed Schmierer who will meet with the new governing body to get input on tweaking of the draft ordinances prepared thus far. Both township and borough are prepared to adopt the ordinances relating to fees and boards and committees, which should be in place by January 1, 2012. Administrator Bruschi was in agreement. If an application is pending before the Planning and Zoning Boards and is not complete by the end of the year what happens, Mayor-Elect Lemberth wanted to know if this can be put in a written memorandum form, which Mr. Kearns prepared and handed out to the TTF. As far as the process of going before the Planning/Zoning Board; new members have to attest to the fact that they read the transcript or listened to the recording of the meeting. Then they can participate in hearings on that application, per Mr. Kearns.

*4. Update on Providing a Seminar/Retreat for new governing body members?* Administrator Bruschi said that they having an orientation meeting on the "Form of Government" and a discussion on "Goal Setting for the New Government". The Goal Setting session (will be mini strategic meeting to set goal for 2013 (first six months – 2<sup>nd</sup> six months) will be done by CGR and Administrator Bruschi is currently awaiting CGR's proposal. There proposal will also entail the important issues of putting together a timeline for the new governing body. This is currently in process. There are 20 Boards, Committees and commissions to be filled and nine (9) are State mandated. The rest are mandated by local ordinance. Is there a priority for the new governing body, so that they can work on them? All of the positions need not be filled; as long there is a functioning body. Priorities need to be w/statutory bodies, Planning, Zoning and

Environmental Commission (statutory bodies), per Mr. Kearns. The Land Use Boards are a priority, per Administrator Bruschi. Planning/Zoning need as many members and a total of seven (7) members need to be in place. Five affirmative votes are needed for a Zoning application to be approved and that number is needed to hear an application, per Mr. Kearns.

5. *Proposal for a Joint Meeting in December with the TTF and the Consolidation Commission on December 19, 2012, to discuss the student's report from the Woodrow Wilson School on the consolidation process.* Chairman Freda said that the students will review their report. A draft will be received by Chairman Lahnston ahead of time, hopefully. If that happens he will forward to the Consolidation Study Commission and the TTF.

6. *Update on Princeton Public Library naming contest for the two municipal buildings. Not a TTF action item.* Ms. Mather stated they met with the Library Representative, Ms. Berger who is preparing a report. The contest parameters will be issued in January and the contest will be held in March. At the conclusion of the contest, the two (2) municipal buildings will have their new names.

7. *Report from the Mayors on the logo for the new town. Not a TTF action item.* Mayor Goerner remarked that a meeting was held with the logo judges and a selection was made. It will be refined within a week and then released. Seventy entries were received, and the decision was difficult, per Mayor Goerner. It was organized by the Arts Council and it will be presented to the governing body who will then decide as to how they wish to proceed with this matter.

*Update on Ceremony to be held on January 1, 2013.* Ms. Mather said that the it be held at the Township Hall, Municipal Building, 400 Witherspoon Street, commencing at 11:00 a.m. prior to the swearing in of the new governing bodies. Approximately 500 invitations will be sent out to 'thank' everyone involved. If someone was forgotten, let Ms. Mather know. All of the former Mayors of the Borough and Township will be invited. Everyone is welcomed and it is meeting for the new town. Will everyone fit into the building, per Chairman Freda? Ms. Mather said that everyone will fit. A large turnout is expected. The food and cake will be outside. It will be spillage out into the lobby area. Mayor-Elect Lempert agreed to the timing and the rest is not up to Communications/Outreach Subcommittee. The swearing in will be held at noon, per Mr. Miller. Mr. Miller as was asked by Mayor-Elect Lempert to look at the three Consolidation Commissions prior to the current Commission, and try to find any earlier members and invite them to the invent. Ms. Mather said they are continuing the reach out to any Princeton groups that wish to have the TTF talk to them about the consolidation process. They met with the Princeton Merchants Group and Mr. Lahnston has arranged for Mr. Freda and Ms. Lember to talk to the Nassau Club. A brochure will be handed out showing building department sand locations, per Administrator Bruschi. Several other mailings will be sent out to include the interim-trash program (to township residents) and the final trash collection will go to both township and borough residents, per Administrator Bruschi. Mid-December is the target s to get out the information, depending on the routes and vendor, per Administrator Bruschi,

8. *Subcommittee Reports (if needed)*

*a. Communications/Outreach – had nothing further to report at this time.*

*b. Boards, Committees and Commissions Subcommittee* - Subcommittee Davis said the committee met on Monday and information was reflected in the newspaper. Work still needs to be done and a number of people have applied to sit on the Boards, etc.; but still more people are needed. A table with applications will be at the January 1, 2013 Swearing-In for people to apply, per Mr. Davis.

*c. Facilities and other Assets* – had nothing further to report at this time.

*d. IT* - had nothing further to report at this time.

*e. Joint Finance Committee* - Subcommittee Chair Sillars indicated that the Finance Committee is still reviewing the numbers. Six weeks ago a report was submitted to the TTF and now the transition costs have increased slightly. At that time, the report had a \$2.1 million and now the report will state \$2.5 million dollars. Therefore there is now a \$400,000 increase due to higher legal and construction cost estimates.

*f. Personnel* - Subcommittee Chair Berkhout said that one of the Selection Process recommendations included one step at the end of the selection process that the people selected would be made known to the employees and public (head of departments) etc. To date, no names have been released. When the department locations go out, the names should also be released. The residents need to know who has filled the respective positions.

*g. Public Safety* - had nothing further to report at this time.

*h. Infrastructure & Operations* - Subcommittee Chair Middlekauff indicated that they went out for a re-bid on the garbage bids. Rebid due back December 6<sup>th</sup> and on December 10<sup>th</sup> the I&O will meet with staff to make recommendations to those bids. The contacting body is the Borough Council and it is on their agenda.

Chairman Freda said that the normal process is that a subcommittee goes to the TTF to agree to recommendations; however, due to time constraints, the I&O cannot come back to the TTF and will go to Council. It is not a recommendation; but the I&O will advise the staff, per Mr. Middlekauff.

Ms. Butler said that Borough employees do not know Township employees and visa-versa and she wanted to know if pictures could be posted on the webpage. Mr. Kearns said that the staff needs to reach out to employees to see if they want their picture posted on the webpage. Chairman Freda was in agreement.

*Other Business* - Ms. Berkhout asked if there will be meetings scheduled between January and June 2013. Chairman Freda said that once the newly elected body is in place, he will ask them what they would like the TTF to do. There will be a meeting between the TTF and the new governing body to help them understand the recommendations made already by the TTF, to make sure they agreed with the prior two governing bodies positions on these recommendations, that there is progress on the recommendations already, etc. Another meeting will be hosted near the sunset of the TTF, to see the status of the TTF recommendations. To date, the TTF has not been asked to branch out. Some of the subcommittees have final wrapping up to do, (Joint Finance, I&O, and Boards, Committees and Commissions), per Chairman Freda. But at this

time other than the two meetings in 2013 any other activities a subcommittee would wish to do would need agreement from the new governing body and the TTF as a whole.

Mr. Miller would like the situation clarified with the report done by Public Works. He was asked to take the memorandum and put it in the final report form to add into the Final CGR Report. There are questions arising as to whether it belongs in the report. Chairman Freda stated he can go through the minutes; however, at one of the TTF meetings a discussion was held and it was voted on...that the work of the Public Work and Sewer Operating Facilities Group will be put in the CGR report as information only. The TTF did not endorse the Public Works and Sewer Operating Facilities report nor did the TTF say any money should be spent. The TTF also said there is a one page handout that shows estimated costs use the existing facilities and here is what the costs could be, and this one pager should be placed in the CGR Report, as well. Both of the afore-mentioned (Public Work and Sewer Operating Facilities memorandum and the one pager) will help the new governing body in that they have two things which may help in the deliberations in moving forward with the improvements to and the location(s) of the Public Works Facilities going into 2013 and beyond.

### *Public Comments*

Chairman Freda opened the meeting for public comment at 8:08 p.m.

Mr. Clearwater said that relating to Public Works and Sewer Operations study group and is it within the purview of the TTF and there is a direct and clear connection between the report and the tasking of expectation of the work of the TTF which is the continuity of the delivery of public works' services (level and quality) to the community and no one taking action on what the Public Works and Sewer Operating Facilities recommended. There is no guarantee that the providers of public works' services can deliver better or equivalent equipment with a savings due to the poor condition of the present facilities and equipment. He feels that some of the equipment and a good portion of public works capital equipment and facilities in Princeton is the worst in the State, which is a serious deficiency.

Mr. Lahnston said that the Town Hall meeting (December 3, 2012), hopefully, will have a good turnout. He encourages everyone to spread the word to attend the Town meeting on December 3, 2012. The celebration on January 1<sup>st</sup>, 2013 has two parts: a 'thank you' and acknowledgement not only by TTF and Consolidation; but also to the staff and administration. It is important to 'thank' everyone. The swearing in is the second part of the celebration. The people who have served the community over the past decade need to be acknowledged. Mr. Lahnston said that during January through June of 2013, the Consolidation Commission is available because they are serving as an advisory role. On the topic of the meeting on December 19, 2012 (w/students from Woodrow Wilson School) – the students prepared a report and have done a great job. Purpose of the 12/19/12 meeting: their lead, Logan Clark (also resident of Princeton) is to provide an overview of their work and their observations. The students work is good and should be acknowledged per Mr. Lahnston. It is a public meeting and will be noticed by the Clerk's Office. The public needs to be informed that it is meeting that both the TTF and Consolidation Commission are at together and will receive a presentation from the Woodrow Wilson students (summary of their findings). If there are issues of factual errors in their report, they want to know. If there are issues of disagreement hang on to them. The report will be made available on

how to improve the process. Some of their findings people may like and others may not. The report will be delivered to the TTF prior to the December 19, 2012 meeting, hopefully.

Mr. Clearwater said that he was talking about a notation that what has been applied to date will carry through 2013 and beyond without doing the other things that are in the 5 year plan, is a failure of meeting one of the primary objectives (level of service, quality, etc.). Example, Super Storm Sandy placed additional stress on the PW's equipment. The delivery of services is also impacted with the deterioration of present equipment and needs to be a priority. 'Band-Aid' fixes will fall apart, per Mr. Clearwater.

A motion was made by Chairman Freda to close the meeting at 8:20 p.m.

The next scheduled TTF meeting:

**December 19, 2012**

**Hosted Jointly by: the TTF and the Consolidation Commission**

**7:00 p.m.**

**Township Hall**

**(Chairs: Mark Freda (TTF) & Anton Lahnston (Consolidation Commission))**

### **ADJOURNMENT**

No other business came before the TTF; therefore, a motion was made to adjourn at 8:21 p.m. by Chairman Freda and Mr. Middlekauff seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

/pp