

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

**April 17, 2012**

**Township Hall – Princeton, New Jersey**

### **CALL TO ORDER**

The meeting was called to order by Chair Freda with Chair Freda reading the Open Public Meetings Act Statement:

### **ROLL CALL**

Present: Chair Freda, Vice-Chair Sillars, Mayor Goerner, Mayor Moore, Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Mr. Bernard Miller, Ms. Butler, (Borough Council) (arrived at 8:45 p.m.), Ms. Berkhout, Mr. Patteson, Mr. Davis, Mr. Levine (alternate) and Mr. Middlekauff (via tele-conference) Mr. Kearns (TTF Attorney)

Absent: Ms. Mather and Mr. McCarthy (DCA Representative)

### **APPROVAL MINUTES FROM LAST MEETING**

Approve minutes from 03/28/12. All voted AYES. There were no “NAYS”. Therefore, the March 28, 2012 minutes were approved. The April 4 , 2012 minutes were tabled.

### **Discussion Items:**

*Timeline, proposed changes* - Mr. Levine stated that there was a recommendation made at the last Personnel Subcommittee to tie a number of activities together. The Personnel Subcommittee is working on: Work Force sizing options (different alternatives); recommendation for appointment of interims; organizational structure (public works and public safety); reconcile employee benefits and develop employee communications regarding all the decisions associated with May 15<sup>th</sup>. There is a benefit to naming people early.

*Conflict of Interest Policy* – which was discussed at the Joint Meeting and sent out with the agenda package. The TTF and the Consolidation/Shared Services Study Commission would both discuss the policy at their meetings. Chair Freda stated that he took the State Statute which governs the elected officials and changed the words “governing officials” to “TTF/JCC”. Mr. Davis said he would support and sign it; but asked if the definition of ‘immediate family’ included domestic partnerships? Mayor Goerner said that the answer would be ‘yes’. Chair Freda remarked that there is a footnote in the statute which defines this language. Mayor Moore indicated that Borough Council would defer discussion around its adoption by Council. There is a similar policy already in existence for Township committees and board members. Mayor Goerner said that the governing bodies are seeking actual input from TTF in terms of wording. As far as approval, that is determined by the governing bodies. Mr. Sillars said that the citizens appointees on the subcommittees who not on the TTF, where do they fall with respect to the Conflict of Interest policy? Chair Freda replied that the policy does not pertain to them. A motion was made that the TTF is comfortable with the language stated in the Conflict of Interest Policy. A vote took place to approve the Conflict of Interest Policy. Borough = 5 “AYES”

votes and the Township 5 = “AYES” votes. There were no “NAYS”. Therefore, the Conflict of Interest Policy was approved by the TTF.

*Process for Selection of Individuals in Redundant positions (this will be for all positions).*

*Decide on a recommendation to governing bodies.* Personnel Subcommittee Chair Berkhout stated that the Personnel subcommittee has been working hard on these. Personnel Subcommittee Chair Berkhout complimented the staff and other members of the subcommittees. A brief summary (slideshow) was presented as follows: Slide 1: Objectives (selection process) Reduction in Force - is necessitated by consolidation. Slide 2: Process Step Summary; Slide 3: Pool of Candidates for Redundant Positions was outlined by Personnel Subcommittee Chair Berkhout. Slide 4: The Options for the Selection Criteria to be used to select individual for the position: criteria: skills and ability, experience, past performance, seniority, disciplinary action (if any exists) or customer or staff feedback. Skills and ability and experience are the primary criteria. Slide 5: Composition of the Selection Committee – equal number from the borough and township Council would serve on the selection committee. In addition, the administrators should be part of the process. If a consensus is not reached, a process should be in place and the governing body would make the decision.

Next steps: the process will be refined and brought back to the TTF by May 2<sup>nd</sup> or May 17<sup>th</sup>, per Personnel Subcommittee Chair Berkhout. Chair Freda would like for the this matter to be heard at the May 2<sup>nd</sup> TTF meeting and commended the Personnel Subcommittee for a doing a good job.

Severance Options:

Mr. Patteson said that there are four basic separation options: (1) attrition; voluntary; involuntary and ERI. The focus is sworn on the non-officer population. Attrition, ERI and voluntary separation were rejected. Therefore, the Personnel Subcommittee is focusing on the involuntary process for the non-officer population. The Consolidation/Shared Services Commission recommended 9 ½ positions in the non-police force and three civilian positions for a total of 12 ½ positions. Low cost (\$145,000) and high (\$361,000) cost looked at by the Personnel Subcommittee. Two alternatives considered: 1 week salary per year of local service and 8 week minimum and 16 week maximum or pay a month package. One month salary is sufficient from a legal standpoint to get a signed waiver from departing employee and be fair. These recommendations are based on the Consolidation Commission’s recommendation. It calls for one Administrator, one deputy clerk, one CFO, one deputy CFO, one court administrator, half part time assistant assessor, one engineer, one foreman, one superintendent. Police: one assistant to chief, one dispatch person and one records clerk (12 ½ positions constitute recommendations. Is this a lump sum payment? It is on a determined formula upon notification of the decision, per Mr. Patteson. Termination date is determined by the governing bodies. Mayor Goerner recommended that Joint Finance look at it. DCA should be contacted and state that this is a consideration as part of the 20% reimbursement.

Mr. Levine gave a summary of comparison of difference between the township and borough benefit provisions. Mr. Levine gave an overview of the Policy Review Process and consolidating employments policies are in progress. Mr. Levine showed slides to be as follows: Overtime alternatives were discussed as was Compensatory time (exempt employees work over 40 hours week they can bank that time and use it later); Longevity pay; Sick Leave; Sick Leave

Alternatives; Short Term Disability – a/k/a long term sick); Vacation; Vacation Alternatives; Vacation Carryover; Vacation Carryover Alternatives; Holidays – both towns give 13 days; Holiday Alternatives; Personal Leave – 3 days Bereavement and Bereavement Alternatives. Comparison graphs were also shown with combing all days in the township and borough. Combined Time Off Alternative – PTO – Incorporate personal, sick, floating and vacation days into one PTO bank. (12 days condensed down to 3 days). Police use only three (3) days per year, per Mr. Levine. Current retirement polices were outlined.

Mayor Goerner asked what is the next step the Personnel Subcommittee is planning to take. Mr. Levine said the next step is flush out alternatives. Chair Freda stated that a new policy manual should be in place for the start of the new year. The staff should know what to expect. Administrators Bruschi and Monzo are providing input with this process. Mr. Levine said they are shooting for May 17<sup>th</sup> to get the requested information back to the TTF. Administrator Bruschi said that about 75% of the employees are represented by bargaining units.

## **SUBCOMMITTEE REPORTS**

*Communications/Outreach* – Subcommittee Chair Mather had a conflict and could not attend. Communiversity – people should volunteer to do approximately an hour each. Mayor Moore said there is no element or package or handouts. They would need a table and banner and crew of people to present and get feedback. If people can stop by for this event, e-mail Ms. Mather and state you will be willing to help. Regarding Princeton Future, which is held on May 5, 2012, Ms. Mather needs everything back by April 25, 2012.

*Boards, Committees and Commissions* – Mr. Davis stated they are meeting on April 19, 2012, which will commence at 4:00 p.m.

*Facilities and Other Assets* – Mr. Miller stated that the subcommittee met last week and contractor KSS reported of their progress to date. They did the first assessment of space available in existing buildings and presented how it is being used to the subcommittees. They are meeting with department heads and focus groups. They will get back to subcommittee as to how the functions should be aligned to each other.

*IT* – Mr. Patteson said that they are going through inventory of software/hardware. Whatever is recommended has to be approved by the governing bodies. One project is the phone system conversion. The Township is satisfied with their present system. The borough is not satisfied with their current system. The Township vendor gave a \$50,000 price quote to expand the existing system to accommodate 92 additional head sets and 350 telephones. This process will not require a bidding process this are under the NJ State Contract process. There would be an annual cost savings of \$18,000. A motion was made by Mr. Miller and Mr. Sillars seconded the motion. All in favor: Borough = 5 and Township = 5. Therefore, the motion passes.

*Joint Finance Committee* – Mr. Sillars stated that the borough budget will be delayed and not reintroduced until May 1st and up for adoption on May 8<sup>th</sup>. The first budget went to CGR and the template was received for the start of the consolidated budget. The transition costs and punch line of times are in the process of being worked on.

*Personnel* – Personnel Subcommittee Chair Berkhout said that they will meet next Wednesday. Sue Nemeth was requested by the township to serve on the committee. A subgroup is looking at

all areas except for public safety and police. Several organizational charts will be reviewed: administration, finance and community services (presented by the two administrators). Affordable Housing can fall under Engineering. A sub-group is working on these matters and this group may be expanded. Two levels: macro and micro for affordable housing (micro level). Ms. Butler feels another group should relate to affordable housing. Mayor Moore agrees with Ms. Butler. The Personnel Subcommittee has a lot on their given plates. A group should be put together and look at affordable housing, per Chair Freda. Mayor Moore said that there are statutory requirements associated with affordable housing. Affordable Housing will be looked at by this subcommittee in either June or July, per Ms. Butler.

*Public Safety* - Chair Freda indicated that will meet on Friday morning at 8:30 a.m. Chair Freda stated that the minutes are on the CGR website. Topic of discussion at Friday's meeting; staffing and structure of the police departments. The two police departments, the University and the Public Safety department will have met with the Mercer County Prosecutor's Office to talk about items each can do regarding policing on campus and in the town.

*Infrastructure & Operations* – meeting is scheduled to commence on Friday at 11:00 a.m. Ms. Butler said they are working on the organizational charts.

### **OTHER BUSINESS**

No other business came before the TTF.

### **PUBLIC COMMENTS**

No one from the public came forward.

### **ADJOURNMENT**

No other business came before the TTF, therefore, a motion was made to adjourn at 9:55 p.m. by Mr. Davis and Ms. Butler seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF