

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

**May 16, 2012**

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

**Borough Hall – Princeton, New Jersey**

**CALL TO ORDER**

The meeting was called to order at 7:10 p.m., by Chair Freda with Ms. Persicketti reading the Open Public Meetings Act Statement

**ROLL CALL**

Present: Chair Freda, Vice-Chair Sillars, Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Mr. Bernard Miller, Ms. Butler, (Borough Council) Ms. Berkhout, Mr. Patteson (alternate), Mr. Middlekauff, Ms. Mather, Mr. Davis, Mr. Levine (alternate) and Mr. McCarthy (DCA Representative)

Absent: Mayor Goerner and Mayor Moore

Also Present: Mr. Kearns (TTF Attorney)

**Discussion Items:**

*Timeline, any discussion or changes?* - Mr. McCarthy said that regarding the open space tax issue, it has to be completed by August 17, 2012. A memorandum will follow on the process to start and complete this in time.

*Joint meeting with two governing bodies on May 21, 2012* - Chair Freda indicated that a joint meeting will be held on May 21, 2012.

*Cancel TTF meeting scheduled for 05/23/12?* – Chair Freda said that since there will be joint meeting held on May 21, 2012, there is no need for the TTF to meet two days later. Therefore, it was agreed that the May 23, 2012 meeting was canceled.

*Reminder on Terms of Engagement* – Ms. Mather reminded everyone of a previous approved motion of the TTF on ‘Terms of Engagement’. Part of this being “The work of the TTF is hard work with potentially long reaching implications. We’ve taken on a personal and collective responsibility to do the best job we can in the best manner possible”.

*Subcommittees* – Chair Freda said that instead of our usual reports/updates only recommendations from the subcommittees for the joint meeting on the 21<sup>st</sup> will be taken at this time, so if no recommendations please pass for now.

(a) Communications/Outreach – Ms. Mather indicated that they pass.

(b) Boards, Committees and Commissions Subcommittee – indicated that they pass.

- (c) Facilities & Other Assets – made the following recommendations: The Courts and Violations Bureau and the police department should be located in the township municipal complex. Issues: 1) PD dispatch looking at doing internally vs. outsourcing and that will impact location for this function, 2) A concern about adequate parking on the police side of the township facility for police vehicles and on duty staff.

A motion was made to have the Courts & Violations Bureau and the Police Department located in the township municipal complex by Mr. Miller and Mr. Middlekauff seconded the motion. There are no major changes envisioned to the physical space for the Court and Violations Bureau. Some locker space may be needed for female police officers, per Mr. Miller. The motion was voted upon: VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

- (d) IT – Mr. Patteson indicated that they would like to retain the current staffing levels (same as Consolidation Commission recommendations); and retain an existing part time tech support person through March 31, 2013. IT recommends in the organization structure to include the police technology person reporting to the Director of IT. Software recommendations were also made to include dog licensing existing vendor to be used. No incremental cost for inclusion and transfer of borough data by Municipal Software. Annual cost: \$406. CAD Software (Engineering) – Borough & Township contacts to be renewed this year and for one more year and integration to be decided/approved by the new governing body. A motion was made by Mr. Patteson reflecting the above and seconded by Ms. Butler. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

- (e) Joint Finance Committee – indicated that they pass

- (f) Personnel - Subcommittee Chair Berkhout indicated that they had three (3) recommendations: (a) Organizational structure for the departments of administration and finance, recreation, human services, and the municipal court; (b) Selection Process and (c) Severance Options.

*Organizational Chart – Princeton Department of Administration and Finance* – the Organizational chart was discussed. With respect to headcount: Combined departments would be 24.75; Consolidation Report: 19.25 and the recommendation: 20.25. One person will be named to assist the administrators. Regarding the staffing levels: recommend to retain a Finance Director and a CFO. The elimination of a part-time tax support and two controllers was recommended. A motion was made to approve the organization chart for the Department of Administration and Finance by Mr. Levine and the motion was seconded. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

*Organizational Chart – Princeton Department of Health and Social Services* – no change in staffing levels. Chain of Command: Administrator would have the Director of Health & Social Services report to him/her and the Directors of Human Services and Affordable Housing would

report to the Director of Health & Social Services. There would be three (3) part-time clerical positions. A motion was made to approve the Organizational Chart of the Department of Health & Social Services by Subcommittee Chair Berkhout and Mr. Davis second the motion. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

*Organizational Chart – Princeton Municipal Court* - it was recommended to add a .5 violations clerk level and the rest of the chart would remain the same. the recommendation differs from that of the Consolidation Commission by moving a .5 deputy court administrator position to a .5 violations clerk position. A motion was made by Subcommittee Chair Berkhout to add the .5 violations clerk and keep the remainder of the chart the same and Ms. Mather seconded the motion. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

*Organizational Chart – Princeton Recreation Department* – An organizational chart was presented noting that the Consolidation Commission Report recommended the Recreation maintenance staff be relocated under Public Works with no reduction in force; however the Personnel subcommittee and the Infrastructure & Operations Subcommittee recommended them staying within Recreation. A motion was made by Subcommittee Chair Berkhout to maintain the current organization of the Recreation Department and was seconded the motion. VOTE: Borough (4) – “AYES” votes and one “NAY” vote (Mr. Freda) and Township and Township (4) “AYE” votes and one “NAY” vote (Mr. Miller). Therefore, motion passes. More on this from the Infrastructure and Operations Subcommittee later on.

*Composition of selection committee for senior positions* - The composition of the Selection Committee for senior positions was recommended to be up to 3 representatives each from the Township and Borough, named by the governing bodies (these can be governing body members or citizens).

The following change was made to the recommendation since the discussion about this at the previous TTF meeting: With respect to the pool of candidates, the following change was made: Incumbents, those in “acting positions” and those currently in redundant positions who are eligible for a different redundant position and who have expressed interest pursuant to 5 above;

Options for selection criteria (must be facially neutral)

- a) skills and abilities (including experience)
- b) past performance
- c) disciplinary action
- d) seniority
- e) township or borough employee
- f) customer or staff feedback

The personnel sub-committee has unanimously recommended that the criteria be a and b in order to ensure that the best candidate for the job has been selected, with c, d, and e taken into consideration in that order only if the candidates are equal in a and b. A discussion took place. **The TTF does not recommend f.** A motion was made to have Options for the Selection Criteria using a through e and eliminating f by Subcommittee Chair Berkhout and the motion was seconded. VOTE: Borough (4) – “AYES” votes and Township (4) “AYES” votes. There was one (1) “NAY” vote by Mr. Sillars of the township. Motion passes.

With respect to representation on the selection committee the Borough feels it is okay to have three personnel subcommittees serve. The township commented that three from Township Committee would be a quorum of that governing body. A long discussion followed with different variations of the representation being proposed. The “up to 3” model was finally decided on to move this point forward for governing body discussion. Also a discussion took place as to which positions the governing body should make a decision on; the list was outlined by Chair Freda: Administrator, CFO, Engineer, Police Chief, Director of Finance and Director of Public Works. The Administrators would be part of this process except for the administrator position. A motion was made to approve the representation portion and seconded. VOTE: Borough (4) – “AYES” votes and Township (3) “AYES” votes and Mr. Miller a “NAY” vote.

*Selection of non-senior positions* - Administrators will make selections for all non-senior positions. They will use same process as that outlined for Selection Committee. Their selections would have governing body approval. A motion was made to approve the afore-mentioned Selection of non-senior positions and the motion was seconded. VOTE: Borough (3) – “AYES” votes (Chair Freda – Borough a “NAY” vote) and Township (5) “AYES” votes. Motion passes.

At this time, a break was taken at 9:10 p.m. and the meeting reconvened at 9:20 p.m.

*Involuntary Separation Estimates* - Gary Patteson discussed the options. Separated staff would receive current policy plus one week per year of service to the municipality...minimum of 8 weeks and a max of 16 weeks. This for employees who stay until the separation date given to them in the notice of their separation, and who sign a release. Ms. Butler stated that a waiver is important because the governing bodies have the ability to name a termination date. A motion was made to approve the Involuntary Separation Estimates and seconded. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

At this time, Chair Freda “thanked” all the subcommittees for their hard work and efforts.

Mr. Levine gave a power point presentation on the benefits policies, pension benefits, medical benefits, compensatory time, overtime provision, compensatory time, longevity, bereavement, terminal leave and sick time. A discussion went back and forth between the TTF members. Chair Freda polled the group to see if they were ready to act on this tonight. Being that most were not, this will be gone over in detail at the next TTF meeting.

*Public Safety* - Recommended that the governing bodies should decide on a new chief of the department by June 15, 2012. The staffing level for year one (2013) would be 56 police officers. With respect to a candidate pool, a process should be started right away to develop a candidate pool to cover vacancies that could be caused by current officers leaving either department for

retirement or other reasons. The release of an RFI on dispatching will occur right away (prior to the 05/16/12 TTF meeting) and the full TTF was made aware of this by the Public Safety Committee. The recommendations for PD staffing for years two and three will take place by September of 2012 and the Committee will report back to the TTF.

The Emergency Management role would become part of the duties assigned to the Director of Emergency Services (DES) and not stay within the PD as a primary function going forward. This function would need the support of a full time administrative person. The DES function and the Fire/Housing Inspection function should be wrapped into one department. The civilian staffing in the police department was reviewed by Chair Freda, it mirrors the Consolidation Commission recommendation.

Recommendations made by the Public Safety Committee:

- Dispatchers: keep all 9 in year 1, drop to 8 in year two. If someone leaves between now and the end of 2013, the position is not to be filled.
- Records Clerks: keep all 4 in year, 3 in year 2.
- Chief Administrator positions: keep 2 in year 1, drop of 1 in year 2. If someone leaves replace with a PT/temporary or redistribute workload – do not hire a FT person.
- IT position and Two (2) Meter positions: keep all three positions and move forward; or end up in the new technology department for consolidated town.

Early Retirement – no incentive to be offered for this

Motion made and seconded on above recommendations. VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

*Infrastructure & Operations Subcommittee* – Mr. Middlekauff said that the goal of this subcommittee is to sustain the levels of service and assure savings at the same time. The subcommittee reviewed three organizations: Engineering, Department of Public Works and Recreation Maintenance. As was discussed earlier in the meeting, the subcommittee recommended that Recreation Maintenance should stay within Recreation with no decrease in headcount. Mr. Middlekauff explained that the I&O Subcommittee recommended headcount savings after departmental consolidation would be:

- Engineering – from 35.8 FTEs (May 2012 combined) to 30.8 FTEs.
- Department of Public Works – from 73 FTEs (May 2012 combined) to 70 FTEs.

The titles and positions to be separated from the Engineering & Department of Public Works were outlined to be:

Engineering Department – Construction Inspector; Zoning Officer, Administrative Secretary (Zoning); Administrative Assistant; and Electric Subcode Official.

Department of Public Works: Equipment Operator; Equipment Operator; and Maintenance Person II.

A motion was made that the Engineering organizational chart and headcount proposal be presented to the governing body by Mr. Middlekauff and Ms. Butler seconded the motion.

VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

A motion was made that the Department of Public Works organizational chart and headcount be presented to the governing body as is by Mr. Middlekauff and Ms. Butler seconded the motion.

VOTE: Borough (4) – “AYES” votes and Township (5) “AYES” votes. There were no NAYS, therefore, motion passes.

Mr. Sillars pointed out to the subcommittees to get their transition cost estimates in to him.

**OTHER BUSINESS**

No other business came before the TTF.

**PUBLIC COMMENT**

Mr. Henry Singer said that the mandates go beyond transition and feels that the organizational charts function. With respect to Parks & Recreation, further discussion is needed.

**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