

Minutes for the Transition Task Force of Princeton

May 2, 2012

Commencing at 7:12 p.m.

Township Hall – Princeton, New Jersey

CALL TO ORDER

The meeting was called to order at 7:12 p.m., 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 (arrived at 7:20 p.m.), Mr. Miller, Ms. Butler (Borough Council), Mr. Middlekauff, Ms. Mather, Mr. Patteson (alternate), Mr. Levine (alternate) and Mr. McCarthy (DCA Representative)

Absent: Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Ms. Berkhout, Mr. Davis

Also Present: Mr. Kearns (TTF Attorney) and Ms. Persicketii (Board Secretary)

APPROVAL MINUTES FROM LAST MEETING

Approve minutes from 04/04/12. A motion was made to approve the minutes as read by Ms. Butler and Mr. Patteson seconded by motion. A vote took place. All members from the Borough – four (4) passed with “AYES” vote and all members present from the Township four (4) passed with “AYES” vote. There were no “NAYS”. Therefore, the April 4, 2012 minutes were approved as written.

At this time, Mr. McCarthy introduced the new DCA Assistant Director, Christopher Ross to the TTF and gave his credentials to the board.

Discussion Items:

Timeline, any discussion or changes - Chair Freda said that the deadlines are approaching very swiftly.

Conflict of Interest Policy – Chair Freda said that the borough discussed the policy and did not vote upon it. However, the Township has passed it, per Mayor Goerner. Ms. Butler said it is up to the new government as to whom they would hire/not hire and felt it not necessary at this point in the process. Chair Freda said the TTF is committed to doing the right thing.

Review of all transition related costs to date from the administrators – Vice Chair Sillars said that Ms. Monzo distributed the handout for review. To date, \$55,000 was spent on transition costs which were outlined. The Finance Subcommittee will do a re-estimation of transition costs moving forward. Work is being divided and Adrienne Kreipke will take responsibility for re-estimating the transition costs and will reach out to each of the subcommittees to obtain help to see what they will be incurring in future costs as they relate to their given areas. The transition costs were laid out as estimated by the Consolidation Commission at \$1.7 million dollars. There will be costs/savings that will be estimated. Vice-Chair Sillars said that there will be a savings template vs. budget and there will be an additional savings above costs that will be incurred.

Chair Freda said that the document handed out to the TTF members will be given to CGR to post on the webpage and made available to the public.

The IT Subcommittee recommends First Class as the e-mail provider for Borough and Township – Mr. Patteson would like for the TTF to endorse a recommendation of the IT subcommittee to convert the borough e-mail system to the one used by the township called ‘First Class’ and therefore, made a motion reflecting such. He noted that the Borough is currently paying \$9,000 for approximately 80 mailboxes and the township spend for its e-mail system is \$3,300. The proposal to bring an additional 100 addresses with licenses and archiving will be a one-time cost of \$5,600 and the annual cost for those additional 100 addresses is \$1,200 so the combined cost for 350 mailboxes will be \$4,500 per year. The motion was seconded by Ms. Butler. Mr. Patteson said that thus far, the e-mail system is finished, the phone conversion was recommended and the IT consulting contract will be done next by the IT subcommittee. Both Mindshift and CMIT will have a revised scope as to what their contracts will look at as of January 1 with their costs attached. The IT subcommittee will look at both proposals and make their recommendation to the TTF. A vote took place as to making this recommendation – Township members (4) and Borough (4). There were no “NAYS”. Motion passes.

OPMA and Subcommittees – Mr. Middlekauff stated that the topic of discussion is open vs. closed meetings of subcommittees with respect to proposed organizational structures. Mr. Kearns said that the subcommittees by law are not subject to the Open Public Meetings Act (OPMA). However, at one of its first meetings the TTF said that the subcommittees should try to abide by the OPMA. Mr. Middlekauff explained that the voting meetings of Infrastructure & Operations Subcommittee are in open session and are open to the public. The Infrastructure & Operations subcommittee held a closed meeting on a Thursday afternoon and the next day had a regular open meeting and at that time held a discussion as to what transpired in the closed session meeting, per Mr. Middlekauff. Input and feedback was received in the open meeting of the subcommittee. Any future meeting would be held in the same fashion. Mr. Kearns said it is a policy issue, not a legal issue. Legally, the OPMA does not apply to subcommittees, per Mr. Kearns. The TTF is the governing body because the TTF is subject to OPMA by virtue of the resolutions which created it. Chair Fred said that TTF subcommittees should hold as much as possible in open sessions, although some things may be held in a closed session, but only if for a very good reason. Mayor Goerner supported this comment. It is up to the discretion of the Chairs of each subcommittee as when to move into a closed session. Chair Freda said to follow the intent of the OPMA as much as possible. Ms. Butler feels that if a Chair of a subcommittee wants a closed session, they should discuss it with Chair Freda first. Chair Freda agrees and said he and Mr. Middlekauff would consult with Mr. Kearns on such matters as warranted.

SUBCOMMITTEE REPORTS:

Communications/Outreach – Subcommittee Chair Mather said that both the presentation and speakers are in place for the Princeton Future meeting commencing on May 5, 2012. Mr. Lahnston will be the point person because she will be unavailable. Subcommittee Chair Mather also ‘thanked’ the TTF members for their help.

Communications/Outreach was able to contact about half of the listed community groups. Most are interested in scheduling sometime in the fall. Mr. Sillars met with the Clergy Association on May 2, 2012. Definite dates include the Nassau Club on November 14, 2012 and Princeton Community Housing on September 13, 2012.

The Subcommittee also discussed the “celebration” approach to consolidation and plans to bring back some recommendations shortly.

Similarly, the Subcommittee will compile a list of contacts that should be alerted to the effective date of the merger. For example, the MLS listings for local realtors should no longer need to distinguish between the borough and township after 12/31/12. The next Community/Outreach meeting is planned for May 17, 2012 beginning at 8:30 a.m.

Boards, Committees and Commissions Subcommittees - the subcommittee has completed the inventory of all of the boards, committees and commissions. They would like to implement a recommendation to consider advisory planning districts (per the Consolidation Commission). They may serve a useful purpose in the new community. They want to work with professional staff on that question to see if they can a better definition. They would like to look at how they might be structured in the new municipality.

Facilities and Other Assets - a meeting was held and KSS reported on the work they completed of a preliminary analysis of space requirements for two municipalities. KSS is currently working on co-location for various departments and the subcommittee requested that KSS come back with data and analysis and also make recommendations on options for the location of the two critical functions which have to move quickly –police and courts.

IT – Mr. Patteson said they met last week and are working on inventory of software and hardware and are reviewing documents. Department heads (Administration and Finance) will have their perspective on the software they are looking for by May 15th. They are currently redefining the scope for the IT consultant. They continue to focus on defining the level of IT support to have internally on staff within the consolidated Princeton vs. what is out-sourced.

Joint Finance Committee

The Committee needs input from other subcommittees on potential transition costs. Itmet a week ago and made progress on reviewing budgets (Borough budget reintroduced and township finalized in middle of May). The Committee’s work has been divided into three (3) categories: review budgets; estimate transition costs and create a template for which to ascertain savings vs. a baseline. Compliance Plan (tax purposes) is moving forward and for debt combination and Environmental Infrastructure Trust Debt there is no additional action required in consolidation. The next meeting on May 3, 2012 at 8:30 a.m..

Personnel –

- i. Need input from other subcommittees on potential organizations.

Mr. Levine said that the committee met last week. The township presented a memo outlining views of consolidation benefits which will be reviewed at a later date. The subcommittee worked on the selection process and an agreement to recommend the additional of use of an HR specialist to help the governing body senior position selection process; but not as a voting member. A revised document will be considered at the May 9th meeting. A revised set of cost figures for the severance options will be presented by Mr. Patteson. A sub-group considering organizational structure for the administration group met with the administrators on courts and community services. Policies and benefits update will be provided on May 16, 2012. Cross-pollination is going well.

Mr. McCarthy said regarding the state health benefits, he reached out to get answers to questions. Horizon could not meet and will set up another meeting for a later date.

Mr. Patteson said that he would like the TTF to endorse the separation options package to present to the governing bodies and therefore made a motion. Plan: departing population receives a combination of benefits associated with current policy. This consists of two (2) weeks for the borough and four (4) weeks for the township plus accumulated leave and separation payments. Additionally, one week's salary per year of local service with a minimum of 8 weeks and a maximum of 16 weeks was proposed. Cost total = \$290,000 on the low end and on the high - \$659,000. The previous motion made by Mr. Patteson was seconded by Mayor Goerner. A discussion among the TTF took place. Mr. Levine said that the TTF should consider the possibility of waiting until the redundant positions are more clearly defined and the numbers will be tightened. The current motion only considers the Consolidation Commission recommendation while in three weeks we will have better figures based on the work done by the TTF on organizational charts and redundant positions. Ms. Butler agrees with Mr. Levine. Mayor Goerner would like this matter tabled. Mr. Patteson noted that additional consideration is needed in order to have a waiver from the departing individuals and that one month's salary in addition to current policy would satisfy the legal requirement for consideration. The termination date is a decision made by the governing body and will be a case-by-case as to when the employees departs. Mr. Kearns replied that the statute says the new governing body has to respect contracts entered in by either governing bodies going forward. The 8 to 16 weeks for the one week salary per year of local service is to help provide for employment transition and also to recognize service. A lump sum will be paid on the last day of termination. . The motion regarding the afore-mentioned will be tabled to the next meeting.

Public Safety - The Committee met over a week ago and will meet again on May 4, 2012. Currently, the subcommittee is working on the recommendation on staffing and the organization of the police department and they will have their recommendations ready for the TTF scheduled meeting to be held on May 16, 2012. Ms. Butler posed a question as to whether it had been reported to the TTF by this committee that there had been meetings between the county prosecutor, township, borough police and Princeton University Public Safety and they are working on the role of each, how to work with each other, and related items. Chair Freda replied that they all met and everyone is close to being on the same page. Future staffing of the police department will not be impacted either way by what roles PU Public Safety ends up with, per Chair Freda. Mr. Miller said that the guidance from the prosecutor's office was that the public safety department at the university cannot be used as a force multiplier for the police department. They cannot be a back-up to the police department because they do not carry guns, per Chair Freda.

Infrastructure & Operations - The Committee met last Friday. It is focusing on the organization charts. The Administrators came with a proposed organization chart that would encompass Infrastructure and Operations. This was seen as too big of an organization and should be broken down into a Public Works Component and a separate component for Engineering. Garbage and composting is handled by an outside vendor and needs to go out to bid prior to the summer.

OTHER BUSINESS

Mayor Goerner said that the Joint Governing Bodies' meeting will be moved from May 7th to May 21, 2012. Hopefully, the TTF recommendations will be brought to the meeting at that time.

Chair Freda will encourage subcommittee to get information earlier. No discussion can take place as a group; however, individuals can ask clarifying questions.

PUBLIC COMMENTS

Kate Warren is wondering about the separation recommendation as to what is recommended for employees and is it disparate treatment or is it if people leave voluntarily as opposed to involuntarily, could they get the extra bonus agreement if they leave voluntarily verses being displaced by consolidation (e.g. Pascale and Buchanan). Mayor Goerner replied that this is a separate issue and this is a package for an involuntary matter.

Henry Singer said that relating to working through the three levels and it takes times to get up to the next level, it all takes time. There is still a long list to get through by the subcommittees. Also, formalize guidelines and need to be shared uniformly across the subcommittees. Nature of services provided can be in-house or on an as need basis and a shared services should be looked at. There may not be enough time to arrive at a Shared Services agreement, per Mr. Singer.

Carol Colhuquon said that regarding severance and separation the TTF should make decisions prior to knowing the specific people who will be impacted. Also, information should include staff because morale is tough. Mr. Levine said the aim is not to decide "who: first; just look at positions. Carol said it was discussed to do the "how much" first.

Ms. Mather wanted to remind everyone to check the CGR website.

Mr. Singer said there is a calendar for the upcoming meetings; but can the calendar be made user friendly.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 9:00 p.m. by Ms. Butler and Mr. Levine seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF