

Minutes for the Transition Task Force of Princeton

May 30, 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:

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: Chair Freda, Vice-Chair Sillars, Mayor Goerner, Mayor Moore, Mr. Miller, Ms. Butler, (Borough Council) Mr. Middlekauff, Mr. Patteson, Mr. Davis, Ms. Berkhout, Ms. Mather (arrived at 7:28 p.m.), Mr. Levine (alternate) and Mr. McCarthy (DCA Representative)

Absent: None

Also Present: Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Mr. Kearns (TTF Attorney) and Ms. Persicketti (Board Secretary)

APPROVAL MINUTES FROM LAST MEETING

Approve minutes from April 17, 2012, May 2, 2012 and May 16, 2012. Chair Freda ‘thanked’ all TTF committee members for their input in reviewing and revising the draft minutes sent. Mr. Middlekauff suggested that that the Organization Charts presented at the May 26 2012 be attached to the minutes as exhibits and made part of the record.

April 17, 2012 - All TTF Committee members voted “AYES”, there were no “NAYS” and no abstentions. Therefore, the April 17, 2012 minutes were approved.

May 2, 2012 – TTF members were in favor and there were no “NAYS”(with two abstentions being Ms. Berkhout and Mr. Davis). Therefore, the May 2, 2012 minutes were approved.

May 16, 2012 – TTF members were in favor and there were no “NAYS” (with two abstentions being Mayor Goerner and Mr. Miller). Therefore, the May 16, 2012 minutes were approved.

Discussion/Decision Items:

Recommendations made to the governing bodies 5/21, any updates? Mayor Goerner indicated that they are ready to move forward with their appointees for the Personnel Selection Committee. At the next official meeting, they will appoint the two members of the Township meeting to the Selection Committee. The persons have been chosen; but it has not been made public as of yet. Selection of the Police Chief will be made by the 15th of June. Appointments to the Selection Committee will be appointed at next meeting and will move forward.

Chair Freda entertained Public Comment earlier at this scheduled meeting.

A member of the public specifically asked to be allowed to speak in regards to Personnel Subcommittee recommendations prior to the TTF discussion on these.

A presentation of recommendations of the Personnel Subcommittee was made by Mr. Levine. He noted that the first three items were still the subject of further discussion but that there are specific recommendations on the remaining items.

Medical Benefit – Township has a privately placed plan with four (4) choices and the Borough has a State Plan which offers 14 choices. The State Plan is 20% less expensive.

Pension – recommending no changes.

Retiree Medical – both in the Township and Borough 25 years of pension service is required; in the township, the benefit is reimbursement up to the set dollar amounts and in the borough the benefit is continuation in state medical plan. Recommendation: requires further study.

Overtime Provisions – Township and Borough – both have straight time for 35 – 40 hours and 1.5X over 40 hours. The Township does not consider absences as time worked while the Borough does. The Township holiday pay is double time while the Borough is 1.5X. Recommendation: 1.5X over 40 hours; straight time 35-40 hours, absences not counted as time worked, and holiday pay at 1.5X. Discussion ensued about the need for one unified plan and the impact of changes to benefits on employee morale.

Compensatory Time – Both municipalities have compensatory time policies that require manager approval and the tracking of time. Recommendation: eliminate policy; but maintain the practice.

Longevity – two current policies. Township: if hired after 2003, percentage of salary and if hired before 2003, percentage of salary or \$ amount, whichever is higher. Borough: n/a if hired after 1/1/2000 and if hired prior to 2000 it is \$ amount. Recommendation: eliminate longevity pay concept altogether, but rather incorporate the amount staff would have been eligible for at the end of 2013 into base pay on January 2013.

Bereavement - two policies differ: Township 5 days off and a two day extension granted for travel; Borough - 5 days off for certain family members and 2 days off for certain family members. Recommendation: use the Township Policy.

Terminal Leave – in both the Township and Borough – 25 years of service is required. Township provides for two days pay per year of service – the Borough provides for one day's pay per year of service up to 30 days pay. Recommendation: eliminate after 01/01/15, utilize

the Borough policy until 1/1/2015 and provide a four month notice to allow for a smooth transition. There was discussion about the four month notice and a counterproposal was made to reduce the notice to two months.

Short Term Disability - Township: under State Insurance Plan employee paid 2/3 salary replacement capped at \$572 per week (cap is at approximately a \$45,000 salary base) and sick time must be used prior to collecting state benefits; Borough – self funded plan and Borough pays 100% of salary for six months after 44 days of disability and sick bank or unpaid for first 44 days. Recommendation: If PTO – after five (5) days disability is 100% paid for weeks equal to ½ years of service then 75% to balance of six months. If no PTO – use the Township Plan (state benefit plan).

Mr. Miller asked Mr. Levine to define PTO. Mr. Levine responded that PTO is “Paid Time Off” in which there is a bank of time as imposed to individual components of vacation, sick, floating and personal leave.

PTO - (a slide presentation was given by Mr. Levine) two components: mechanism of how paid time works and how many. Currently: separate allotments for sick, vacation, personal and floating days in the township. All days would be combined into one PTO bank and as time is accrued set number of hours per pay period and then can take days. There is a sliding scale. Accrual Time capped at one year.. Eliminate need for carry over provision. It is a rolling accrual for each calendar year and excludes bereavement, military and jury duty which are handled under different policies. Years of service and accrual time was discussed by Mr. Levine. Paid time off examples were given. How many days per year? Identical number of sick, holiday, personal and floating holidays in both township and borough. Vacation time differs between the two Unused sick time is banked for use in disability and paid out upon termination in borough. Grandfathered banked time would be converted to a dollar amount to be used for periods when disability pays less than 100%. A comparison chart was made for the Township and Borough regarding PTO in different districts, Lawrence, Hamilton, etc., the University and private sector.

Chair Freda said that each category should be addressed at this time. Mr. McCarthy said that the state plan, union contracts and state law need to be looked at due to the constraints in front of the governing bodies because these constraints will not be ironed out until January or February of 2013. Mr. Miller said that the Personnel Committee did a great deal of work. Any new plan would be applicable to new employees commencing after January 1, 2013. Mr. Levine said there should only be one plan in place. This is embodied in state law, per Mr. McCarthy. Mayor Goerner wanted a time lime date to let employees know they have medical benefits in place. Mr. Levine responded that by mid-summer a recommendation can be given to the TTF

Time-Off Mechanism - Mayor Goerner asked if other municipalities use this structure. Mr. Levine said ‘no’. Mr. McCarthy said the idea has been suggested and no municipality in the State does it. Recommendation: Implement Paid Time off (PTO); all time off (ex-holidays) is combined into one PTO bank; PTO bank accrues each pay period; accrual size based on service years; unused time paid out on termination. Administrator Bruschi said that they had a presentation for employees and comments were solicited back and time-off was the most questioned. It was not about the concept; but the total days is the discussion item. This item needs further discussion with employees, per Administrator Bruschi. Mayor Goerner said that

number of vacations generate productive gains and not cost saving gains. Mayor Goerner will support the PTO program if they have a consistency with neighboring municipalities for time off. Employees were put through a lot. Mr. Miller said that employees work for municipalities and should not be compared to the University. Ms. Butler said to support PTO; but have both administrators speak to employees. Mayor Moore said that University employment is a different picture to look at.

Ms. Mather made a motion to approve PTO and look at the numbers.

A motion was made at 8:48 p.m. to open the meeting for Public Comment by Chair Freda.

Mrs. Small (Borough) is the Personnel Subcommittee member and the liaison for the Consolidation/Shared Services Study Commission to the Personnel Subcommittee and has no vote in that role. Mrs. Small disagreed with the level of days being suggested for PTO; but she is not against the PTO concept. The interest and fair treatment of the staff needs to be considered and does not agree with the private sector model or the university comparison. The Personnel Subcommittee is hard working and is proud to be working with them. Mrs. Small urges the TTF to review recommendations and reject those that appear to be unfair to the staff.

Sue Nemeth – member of Township Committee and services on the Personnel Subcommittee does not want to have benefits of staff reduced. Staff is not abusing their benefits and should not be compared to private sector or to the University. Services are delivered by employees and keep them whole. Regarding sick days, do not cut-away days, especially three (3) days, this is a level which would be punitive.

Bob Kaiser – has a concern by cutting back days off and sick leave. Township and borough employees do not abuse sick leave. If children are sick, or have an operation or cancer and need more time off, what should they do. Police and public works days are governed by union contracts. Employees are dedicated.

Sandy McGraw – CWA – agrees with both Mayors, if the benefits are compared to the university, then people should get paid the same. She represents 8 municipalities and Princeton is in line with rest of municipalities when it relates to time off.

Chair Freda stated that he would like to set a target date of July 25, 2012 for answers as to where to go on the issue of medical. Administrator Bruschi agrees.

VOTE:

A motion was made to place a deadline of July 25, 2012.

☐ Medical benefits and the retiree medical no action.

☐ Pension - no change recommended and a motion was made to endorse no action to be taken by Mayor Goerner and Mayor Moore seconded the motion. Vote: Township and Borough members all voted “AYES” and there were no “NAYS”. Motion passes.

☐ Overtime Provision – a motion was made to recommend time and a half over 35-40 hours by Mayor Goerner and the motion was seconded by Ms. Butler. . Vote: Township all voted “AYES” with the exception of Mr. Miller who was a “NAY” vote. Borough members all voted

“AYES” with the exception of Mayor Moore and Mr. Davis who were a “NAY” vote. Motion passes.

☐ Compensatory Time – eliminate the policy; but maintain the tracking – A motion was made by Mayor Goerner and Ms. Berkhout seconded the motion. Vote: Township and Borough members all voted “AYES” and there were no “NAYS”. Motion passes.

Longevity – eliminate longevity pay totally and roll the 12/31/2013 amounts into the base pay. A motion was made by Mayor Goerner and Ms. Berkhout seconded the motion. Vote: Township members all voted “AYES” with the exception of Mr. Miller who had a “NAY” vote and Borough members all voted “AYES”. Motion passes.

☐ Bereavement – A motion was made by Ms. Berkhout to utilize the township policy and Mr. Butler seconded the motion. Vote: Township and Borough members all voted “AYES” and there were no “NAYS”. Motion passes.

☐ Terminal Leave – A motion was made to recommend a two (2) month notice be required for a smooth transition by Vice Chair Sillars and Mayor Goerner seconded the motion. Chair Freda said the policy is in effect only for two (2) years. Vote: Township members all voted “AYES” with the exception of Mr. Miller who had a “NAY” vote and Borough members all voted “AYES”.

☐ Short Term Disability – Chair Freda indicated that this is relates to PTO and this matter should be tabled to allow the administrators to discuss the matter with the staff and get back to the TTF. Ms. Butler made a motion to ask the administrators to go back and discuss with staff paid time off and the motion was seconded. Mr. Middlekauff said what would the number of days be and that there should be a motion that the TTF is in favor of the concept of PTO; but the number of PTO days will await for recommendations from the administrators. Administrator Monzo said the mechanism is fine; but go back for accrued days and there is a cap also and this needs to go back to the employees as well. Chair Freda agreed. The intent is to take the PTO package back to the staff, get suggestions and bring back to the TTF for discussion. The TTF is okay with the concept. Chair Freda asked Ms. Butler to withdraw her previously made motion. He then asked each TTF member to vote in favor or against PTO. Vote: “AYES” – Levine, Butler, Davis, Moore, Middlekauff, Miller, Freda, Sillars, Patterson, Berkhout, Mather and Goerner. There were no “NAYS”. The administrators will speak to the staff. A vote took place as should the PTO matter go to the subcommittee or the TTF. By a unanimous vote, the matter will go back to the subcommittee; however, Mayor Goerner abstained.

Mayor Moore asked how does the short term disability relate to the Family’s Leaves Act? It has its own policy which stands separate. Mr. Levine said that is spelled out in the law. One is on family and then gives a certain amount of pay and they are run in concurrent in both the Township and Borough.

Subcommittee Reports

Community & Outreach – Ms. Mather stated that she spoke with Sustainable Princeton. The group had a number of questions on a range of issues which she will be forwarding both to individual TTF members as well as to CGR for inclusion on the website. In addition, there

seems to be concern that the website(s) are not user friendly. Work continues on the celebration ideas for consolidation.

Boards, Commissions and Committees - continue to meet and are making a list of recommendations to the TTF. They are considering citizen engagement and participation. Also, in consideration is consolidating boards. Conversations are ongoing about Advisory Planning Districts. New boards are being considered (open space and parks) was one mentioned to be considered. Chair Freda stated that he would like the recommendations should be outlined and brought to the June 27, 2012 meeting.

Facilities and Other Assets – Mr. Miller stated that the recommendations made to police and courts accepted by TTF and the governing bodies. The parking issue was unsolved and at the last meeting they came to terms. Parking for the police vehicles and personal vehicles (court) will be accommodated in the Township lower lot. The upper lot does present a problem during the summer nights when the pool is open and the court is in session. Ms. Berkhout said that it important for give KSS to have the approved.

IT - Proposal from CMIT Solutions used by the Township. Presentation by Mindshift next week and a recommendation will be made to the TTF by the end of June. Clerk Department used Word or Access and plans in place to handle the conversion. Engineering uses GIS software and remove their contracts will be renewed until next year. (no incremental costs) Tax Assessor = tax maps are being redrawn and Vital is the provider a price quote which was high (\$34,00) and further documentation will have to be provided by Vital (description one page – 17 for both township and borough with no explanation from Vital). The tax maps were paid in portion by the University and Vital is the service provider to interpret the data through IT, per Mayor Goerner.

Joint Finance (based on existing Boro-Township joint finance committee) – Vice Chair Sillars said that they will a propose open space tax to the TTF for approval and up to the governing body with a time sensitive day of June 13, 2012. Transition Costs – each subcommittee chairs received e-mail Ms. Kreipke to identify transition costs in their given areas and get back to Mr. Sillars ASAP. A lot of the work needs to be done by staff. The 2012 budget has been approved and the two budgets have been combined and they will be sent to CGR for posting. Recommendation for open space tax timeline has to be adhered to and Joint Governing Body needs to make recommendation to get on the ballot and has to be done by August 17 in the county and has to have to public hearings prior to August 17, 2012.

Personnel - administrators gave update and interested in timeframe of selection process. The facilitator has been recommended. Administrators are putting together all effected positions. The selection of the police chief is June 15, 2012. Thereafter, the selection of the administrator will be made.

Public Safety – meets on Friday. Topic of Discussion: replies to the RFI of outsourcing the dispatch function within the police department.

Infrastructure and Operations – Mr. Middlekauff said that they are focusing on three (3) areas: garbage collection – urgency due to a bid process; leaf and brush collection – have more frequent collection (now there are two separate ones – one in borough and one in township);

Public Works facility – working group who will be interacting with the Facilities Subcommittee to identify areas where recommendations need to be made due to consolidation.

Meeting Schedule

The Joint Meeting is scheduled to commence on June 12, 2012. The next TTF meeting will be scheduled on June 13, 2012.

Other Business

Mayor Moore said that it was discussed at the last meeting to initiating either a subcommittee or an action to deal with Affordable Housing to commence in June and this matter has not been moved forward as of yet. Therefore, Chair Freda said that he will speak to both Mayors to see how the Affordable Housing issue will be addressed.

Public Comment

Chair Freda at this time opened the meeting for Public Comment.

John Clearwater commented on remarks made earlier in the meeting criticizing the TTF for discussion around PTO. Citizens and public representatives have been focusing on maintaining a quality staff, providing quality services and a continuity of services and proved cost effectiveness. Put aside: employees are overpaid and abuse their benefits, this not part of any of this and brought up in the public as an issue is uncalled for.

No other public came forward; therefore, a motion was made to close the Public Comments portion of the meeting.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 9:45 p.m. by Mr. Sillars and Mr. Middlekauff seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF