

# **Transition Task Force Minutes**

## **June 13, 2012 7pm**

Chair Freda stated OPMA act requirements had been met and that he would write now attendance instead of calling the roll since our secretary is away.

### **Discussion/Decision Items:**

1. Recommendations made 5/21, any updates?

**Selection Committee may interview all interested from among Lt's, Captain and Chief for PD Chief's position. No other significant reports at this time; progress is being made but is taking a bit longer than anticipated.**

2. Affordable Housing, how to address this.

**Discussion of how to handle it; assigned to the two Administrators to come back with recommendations. They will talk to each affordable housing board about this also. Linda Mather also volunteered to help with this effort as a representative from the TTF.**

3. Subcommittee reports

- a. Communications/Outreach

**Looking to make the CGR website more user friendly; have a volunteer to help with the planning for a Consolidation Celebration; Thea/Gary/Mark to be on the Reed/Ponder TV30 show starting tomorrow, hand out to use for issues going forward by each subcommittee.**

- b. Boards, Committees and Commissions Subcommittee

**In Hendricks absent it was reported that they meet tomorrow and will have recommendations at our next meeting.**

- c. Facilities and other Assets

**Last meeting was looking at parking needs at current Twp Hall in 2013 when more municipal staff will be located there...challenges for sure; but looking at ways to address this. Working group set up that is reviewing public works needs and facilities; two phases, now through 2013 and then a 5-year plan for the new governing body; target is to develop the plan for presentation at the next TTF meeting. See preliminary report further below for more detail.**

- d. IT

**Gary not here, Thea covered. Still looking at consulting firm proposals, hope to have recommendation at the next meeting.**

**Recommendation for the website vendor. City Connections works with the Township now; Unanimous recommendation to go with City Connections. See report handout. Task Force adopts the recommendation to go to the Governing Bodies. Moved by Thea, seconded by Jo, 5 ayes in each Boro and Twp.**

- e. Joint Finance Committee

**Working on savings model and transition costs. Received ok from State to deal with Assessment thru compliance plan.**

**Open Space Tax.....Need new referendum in November to continue this. To do that both current governing bodies need to pass mirror resolutions to get this**

on ballot in November. Recommended a consolidated rate of \$ .017 which will maintain status quo on \$\$ raised. Boro is now \$.01 and Twp is \$.02. [note: if the voters do not approve a referendum on this, then there would be no open space tax. Recommendation moved by Bernie and seconded by Scott. Not approved by TTF. Township members approved 5-0; Borough members did not, 2-3. Governing bodies may still take it up at joint meeting on June 26<sup>th</sup>.

f. Personnel

i. Benefits: progress report

Various items still under discussion, may have PTO recommendation at next meeting. Administrators are working with employees on this. Retiree health benefits not until July.

ii. Selection process: progress report

Appears to be moving ahead.

(report from administrators attached further below)

g. Public Safety

i. Evidence system merging \$20, 250. Moved by Mark, seconded by Bernie, approved 5-0 by both Twp and Boro reps.

ii. Equipment purchases

1. dispatch equipment, \$92,912
2. Radio system, \$225,000
3. Mobile and portable radios, \$212,155
4. Total of \$530,067

Public Safety committee asks TTF to recommend that Governing Bodies move forward on the equipment acquisition, which is needed regardless of the decision on a dispatch system.

Governing Bodies need to review the report on the equipment, Mark will get that sent to them. TTF motion on the Radio/Dispatch equipment, moved by Bernie, seconded by Jo...Boro 5-0; Twp 4-0-1 (Chad) - approved

h. Infrastructure & Operations

Focused on collection of garbage as a town wide municipal service.

Recommendations for details of bid package approved for submission to Governing Bodies, moved by Brad, seconded by Chad, 5-0 by both Boro and Twp reps.

Other Business

All subcommittee chairs asked to look at and update the time chart targets to see where things stand, what deadlines have been met; which need more time, any new tasks added. Will coordinate with CGR to update time table. It is now mid-June, need to wrap most things up soon.

Public Comments

Jim Floyd – speaking on affordable housing topic; hopes the community places a high priority on diversity

Adjournment at 8:45 PM

**Attending: Berkhout, Butler, Bruschi, Davis (7:40), Freda, Goerner, Kearns, Levine, Mather, McCarthy, Middlekauff, Miller, Monzo, Moore, Sillars**

PRINCETON PUBLIC WORKS AND SEWER OPERATING COMMITTEE  
FACILITY WORKING GROUP

Working Group

Bob Kiser  
Bob Hough  
Don Hansen  
John Clearwater  
Bob Bruschi  
Kathy Monzo  
Bernie Miller, Chair

Two Phase Plan

Phase 1 – Actions necessary to maintain continuity and level of service in 2013

Phase 2 – Five Year Plan to bring Princeton’s Public Works infrastructure and facilities up to a level consistent with community needs and with those of surrounding communities

PRINCETON PUBLIC WORKS AND SEWER OPERATING COMMITTEE  
FACILITY WORKING GROUP

Plan To Maintain Continuity of Service and Service Levels for CY 2013

- Management Team
  - Finalize the location of the management team
    - Existing Borough Hall or Township Municipal Building
    - Relocation costs to be determined by the “transition architect”
  
- Field Personnel Location Assignments
  - Parks and Open Space
    - Report to John Street Facilities
  - Parking
    - Report to Spring Street Parking Garage and Meter Collections Office located in the Suzanne Patterson Center
  - Public Buildings
    - Report to assigned Public Building
  - Sanitary / Storm
    - Report to River Road Facilities
  - Streets and Roads
    - Report to John Street Facilities
  - Vehicle and Equipment
    - Report to assigned vehicle / equipment shop
  
- Field Personnel Facilities
  - John Street Facilities
    - Move existing Township owned trailer to River Road for use by the Sanitary / Storm personnel.
      - Estimated cost to disconnect from existing utilities, move trailer to River Road and connect to utilities at River Road is \$10,000.00.
    - Lease a “double-wide (28’ x 70’)” trailer for use by the Parks and Open Space and Streets and Roads field personnel (facility to house approximately 40 people).
      - Estimated cost to lease trailer and connect to existing utilities is \$100,000.00 (based on a 60 month lease and includes cost to set up interior of trailer).
  - River Road Facilities
    - Discontinue the use of the currently leased trailer and return to William-Scotsman.
      - Estimated cost to disconnect existing trailer from utilities and return to William-Scotsman is \$5,000.00.
  - Valley Road Facilities
    - Discontinue the use of the existing Township owned trailer and move to John Street for use by the foreman that supervise the Streets and Road and Parks and Open Space field personnel.
      - Estimated cost to disconnect from existing utilities, move trailer to John Street and connect to existing utilities at John Street is \$5,000.00.

Last revised 6/13/12

## Recommendation for Website Vendor

It is the unanimous recommendation of the IT Subcommittee to select City Connections to design, build and maintain our new website. New domain: [www.princetonnj.gov](http://www.princetonnj.gov)

### Background

The Borough currently uses Princeton Online, paying \$3,075 per year, while the Township uses City Connections, paying \$6,929 per year. The Borough model calls for changes to the website content being made directly by borough staff. The Township model calls for documents, after screening and formatting by the Clerks Office, to be sent to City Connections for timely posting.

Proposals were sought from 4 vendors:

- Princeton Online
- City Connections
- Advomatic
- Vision Internet

The business model of the latter two vendors is different from City Connections. Their efforts (and profits) are in user-friendly web design. Ongoing content management would still be the sole responsibility of our staff. Any requested changes to the original design/build would be billed on an hourly rate. City Connections' focus is in relieving the municipality of the burdens of site maintenance and management.

### Proposals

Princeton Online chose not to submit a proposal.

<b>Vendor</b>	<b>Design &amp; Build</b>	<b>Annual Costs</b>	<b>Data Migration</b>
City Connections	\$2,500	\$9,199 for hosting, maintenance	\$950
Advomatic	\$30,000-60,000	*\$2,400 for security updates, code depository	\$13,000-22,000
Vision Internet	\$38,000-40,000	*\$2,400 for storage, backup only	Not Provided – at Hourly Rate

\* only partial annual costs provided.

City Connections is the overwhelming choice from a qualitative and quantitative standpoint. Annual operating costs will be less than the current rate for both municipalities. It serves as a consultant to the New Jersey State League of Municipalities, and provides web development and maintenance for more than 50 New Jersey municipalities, including West Windsor, Chatham, and Readington. Fee increases will be capped at 2% per annum, consistent with the municipal tax levy cap. Every 5 years, it also will provide a web design refresh at no additional cost.

**PRINCETON SOLIDWASTE COLLECTION  
BIDDING OPTIONS**

**Option 1 – Weekly Manual Curbside Pick-Up (Including Bulk Waste) with Property Owner Supplying the Containers**

	<b>Up to 5 zones with one zone picked up per day (M-F)</b>	<b>Entire town picked up on one day</b>	<b>Include separate food waste collection on the same schedule as garbage collection.</b>
Option 1A	✓		
Option 1B		✓	
Option 1C	✓		✓
Option 1D		✓	✓

**Option 2 – Weekly Automated and Semi-Automated Curbside Pick-Up (Including Bulk Waste) with Municipality Purchasing and Supplying the Containers (95 and 60 gallon)**

	<b>Up to 5 zones with one zone picked up per day (M-F)</b>	<b>Entire town picked up on one day</b>	<b>Include separate food waste collection on the same schedule as garbage collection.</b>
Option 2A	✓		
Option 2B		✓	
Option 2C	✓		✓
Option 2D		✓	✓

**Option 3 – Weekly Automated and Semi-Automated Curbside Pick-Up (Including Bulk Waste) with Contractor Supplying the Containers (95 and 60 gallon)**

	<b>Up to 5 zones with one zone picked up per day (M-F)</b>	<b>Entire town picked up on one day</b>	<b>Include separate food waste collection on the same schedule as garbage collection.</b>
Option 3A	✓		
Option 3B		✓	
Option 3C	✓		✓
Option 3D		✓	✓

1. Food waste collection bid will be based on the number of pickups:
  - 0 - 500 pickups

- 501 - 1,000 pickups
  - 1001 - 1500 pickups
  - 1501 – 2,000 pickups
  - 2,001 – 2,500 pickups
  - Over 2,500 pickups
2. Contract will be bid for two years with yearly renewal options, at the election of the municipality, on a year-by-year basis, for three additional years.
  3. The contract will be bid based on a per ton cost and a total yearly cost.
  4. 95 and 60 gallon containers will be provided (30 gallon containers are not compatible with the trucks used for pickup). The containers will be standard for any company that bids the contract. If the contractor supplies the containers, residents will be able to lease additional containers with a maximum total of 200 gallons per dwelling. If the municipality supplies the containers, residents will be able to pick up additional containers with a maximum total of 200 gallons per dwelling.

## Personnel Sub Committee

Update from Administration—June 13, 2012

- Administration and staff continues to be working on updating job descriptions as well as having key supervisory staff develop updated resumes.
- As a follow-up to the last joint meeting of the governing bodies and the TTF the Administration has met with representatives of the general administrative staff of both the borough and the township to review the proposed changes in the PPM and to offer comments and alternatives. It is expected that the staff will develop some suggested alternatives for what has been recommended to date. It is hoped that will be completed in time to present to the joint governing bodies at their meeting July 26<sup>th</sup>.
- Administration has also met with the joint personnel sub-committee and Barbara Lee. The meeting was very positive. We have been provided some direction as to the types of information they would like to have when they are interviewing the candidates for the Senior Positions. A meeting is scheduled for Friday June 15<sup>th</sup> to go over the interview format, interview guide, etc for the position of Chief of Police. It is hoped that the actual interview(s) can be completed so as to report to the governing body with a recommendation by the meeting of July 26<sup>th</sup>.
- In parallel with the senior administrative positions selection process the administration has been authorized to begin the internal selection process for the remainder of the positions. This process will then lead into a time to begin to discuss the separation process with individuals. It is hoped that for as many positions as possible that can be determined by the 26<sup>th</sup> that the recommendations will be provided to the sub- committee for review and endorsement and then to the joint governing bodies.
- Administration in conjunction with both the Borough and Township attorneys are continuing to refine the separation agreement language. This document will be completed prior to any discussions with individuals who may become eligible.

Issue:

Current State:

Possible Decisions:

Recommendation:

Rationale: