

Minutes for the Transition Task Force of Princeton

June 25, 2012

Commencing at 5:30 p.m.

Borough Hall – Princeton, New Jersey

CALL TO ORDER

The meeting was called to order at 7:1 p.m., by Vice Chair Sillars with Vice Chair Sillars 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: Vice-Chair Sillars, Mayor Goerner (left at 7:00 p.m.), Mayor Moore, Mr. Miller (left at 7:00 p.m.), Ms. Butler, (Borough Council), Mr. Patteson, Mr. Davis, Ms. Berkhout, Mr. Levine (alternate) and Mr. McCarthy (DCA Representative)

Absent: Chair Freda, Mr. Middlekauff and Ms. Mather

Also Present: Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Mr. Kearns (TTF Attorney) and Ms. Persicketti (Board Secretary) (arrived at 5:50 p.m.)

APPROVAL MINUTES FROM LAST MEETING

Approve minutes from June 13, 2012, a motion was made to approve the minutes as read and the motion was seconded.

Discussion/Decision Items:

IT – The IT Subcommittee recommended to hire CMIT Solutions as the IT Consultant for the new Princeton at an annual cost of \$106,488 representing a savings of approximately \$46,000 over the current combined spend rate of the Borough and Township, per Mr. Patteson. It was requested to draw up a one year EUS (Extraordinary Unspecified Service) contract, whereas they would not have to go out to bid. Two quotes were being sought, one for no full-time on site support from the vendor; and one for support on site for five days per week. Two quote comparison: CMIT Solutions: \$106,488 vs. mindSHIFT at \$150,000 with no-on site support. Also, there would be an additional \$5,000 spent on unbundled services. While the IT Subcommittee is recommending “no onsite support” at a contract for \$106,488 (CMIT Solutions) the IT Subcommittee felt it important to present both options to the TTF especially because of

the attractive pricing on onsite support. At this time, Vice Chair Sillars ‘thanked’ Mr. Patteson for the IT Subcommittee presentation. Cost of the on-site support was discussed. Currently, Bob McQueen and Bob Hough provided qualitative assessments of their consultant experience. A general vote took place to hire CMIT Solutions. All TTF four (4) members of the Borough voted “AYES”. All TTF five (5) members of the Township voted “AYES”. Motion passes.

PTO recommendation – Vice Chair Sillars said that upon reading the e-mail, the PTO was not going to be ready. Personnel Subcommittee Chair Berkhout confirmed.

Public Works (PW) Facilities Recommendations – Mr. Miller said that he would like to discuss what needs to be done to maintain continuity of service and service levels in 2013. Also, to improve the long term efficiency and cost effectiveness of PW and SOC operations through a five –year capital improvement program.

Mr. Miller gave a slide presentation as follows: slide #1 - showing the existing facilities and their centralized location assignments in 2013 to be located at River Road (sanitary and storm sewers), Valley Road (large truck and equipment maintenance), Smoyer Park (storage only) CP North, John Street (parks, trees and open space) and Harrison Street (police and municipal vehicle maintenance). Slide #2 – Trailer Locations – municipality –owned 16 person trailer moves from John Street to River Road; 8-person rented trailer at River Road is returned to Williams Scotsman; Municipally-owned trailer moves from Valley Road to John Street and double-wide trailer is rented for John Street. The staff relocations result in a 25 person increase to 40 (3 supervisors/foremen 25 full-time and 4-8 part time (seasonal)). The estimated cost = \$20,000 setup cost plus trailer lease at net \$9,600 per year for five (5) years (\$15,000 annual lease less \$5,400 annual savings). Slide #3 – benefits of Consolidated John Street Operations were outlined. Slide #4 – 2013 River Road Proposal – no change in current level of staffing - will have a foreman, 6 full-time employees, 1 vacancy and two part-time (seasonal) employees; to return the existing trailer to leasing company and relocate the trailer from John Street would be an estimated cost of \$5,000 set-up cost. Slide #5 – 2013 Valley Road Proposal – no change in current level of staffing - lead mechanic and 5 full-time employees shared with Harrison Street; move existing trailer to John Street at the estimated cost would be \$2,000 relocation cost. Slide #6 – Harrison Street Proposal – Police Vehicle Maintenance Shop – no change in current level of staffing - lead mechanic, five full time to be shared with Valley Road and maintain a fueling station. Slide #7 – limitations of existing sites – was outlined. Slide #8 – Mr. Miller stated that what is being requested is the estimated initial cost of \$37,000 (\$27,000 setup cost plus \$10,000 for the first year trailer lease); relocate two municipally-owned trailers; install a double-wide trailer and return one leased trailer. Slide # 9 – Schedule of Actions to Implement 2012 Request – June 25, 2012 – endorsement from the TTF; June 26, 2012 – approval by both governing bodies to encumber previously appropriated funds for trailers. Slides # 10 -14 - River Road Site – 5 – Year Capital Improvement Program – to show existing conditions of the buildings; existing conditions of site, trucks and equipment (exposure to weather significantly shortens the life of high-value equipment). Slide 15 – a five year River Road CIP Highlight was outlined and the total cost over the five year period commencing in 2012 and ending in 2017 would be \$11.098 million dollars and \$2.7 million funding is already in place. An additional funding of \$8.398 million would be required. However, this amount can be further reduced by the sale of John Street, Valley Road and Harrison Street properties.

Mr. Miller is asking the TTF to recommend approval to the governing bodies of expenditure of \$37,000 in 2012 to ensure continuity of service and maintain service level in 2013 (Slide #16). Also to recommend approval to the governing bodies of five-year capital improvement plan to improve long term efficiency and cost effectiveness of PW and SOC operations including approval of expenditure of \$1.1 million in 2012 from previously authorized funds for design and permitting. The necessary actions for the governing bodies to take is to approve expenditure of \$37,000 in 2012 for site preparation and trailer rental necessary to maintain service of continuity and service level in 2013 and also approve the five year capital improvement plan to upgrade PW and SOC facilities. In addition, to authorize the expenditure of \$1.1 million in 2012 from previously authorized funds for design and permitting of River Road facility. A lengthy discussion took place by the TTF.

Vice Chair Sillars remarked that he did not expect that the TTF approve the long-term plan. Also, where does the \$1.1 million dollar come from and what if it is not feasible. A lot more work should be done before the \$1.1 million should be recommended. However, Vice Chair Sillars felt that what should be brought forward is the actions which are necessary and important, which is getting PW moving on realigning the facilities for the fall. The \$37,000 is actually \$27,000.

Mayor Goerner said that the main goal is to get PW up and running by January of 2013. Mayor Goerner suggested that a motion be made for the TTF to move forward with the PW move of the trailer to John Street at the amount of \$27,000 plus \$15,000 and the motion was seconded by Ms. Butler. The governing bodies will also discuss the cold storage of equipment. Some board members were uncomfortable and wanted an outline of detailed costs. Mr. Davis and Mr. Levine needed more information prior to their vote. Another discussion took place between TTF members. After a lengthy discussion by the TTF, it was decided to refer the matter back to the governing bodies and they focus on a long-term development plan. A general vote took place to hire CMIT Solutions. All TTF four (4) members of the Borough voted "AYES". All TTF five (5) members of the Township voted "AYES". Motion passes.

Mayor Moore indicated that at the Joint Governing Body meeting recommendations should be made on how to move forward. Affordable Housing still needs to be finalized as well as space in the buildings, per Mr. Miller.

Per Vice Chair Sillars, Open Space was voted on last time and the results were what they were and the Borough rolled up their sleeves and got behind the issue to get an understanding in order to make a decision.

Boards, Commissions and Committees

Subcommittee Chair Davis gave a presentation and stated that what are being presented were preliminary recommendations for the BCCs for the new municipality. Subcommittee Davis 'thanked' his subcommittee members, the citizens and staff members who attended the meetings thus far. The meetings are noticed for July and the month of August will be taken off. The goal is to present the information to the TTF and governing bodies after review by the TTF attorney and get the ordinances drafted which should be completed over the summer and fall. In November, he would like for both Mayors to take special occasion to thank the hundreds of citizens, staff and volunteers who attend the BCCs meeting because it is voluntary and

recognition should be noted. An inventory needs to be taken to see which BCCs will continue and which ones will go out of existence and some BCCs committees will be increased and some will be diminished. The principles behind the BCCs recommendation is to disband the unneeded BCCs and maximize the citizen participation as well as encourage improved inclusive process of candidate review.

Currently, there are 32 in existence and organized by jurisdiction, per Mr. Patteson:

- Joint BCCs where membership is set by State Statute (7);
- Duplicate BCCS which will be consolidated (6); Joint BCCs where membership is set only by local ordinance (7);
- Duplicate membership set by local ordinance (6);
- Distinct BCCs in only Borough or Township which will be established for the new municipality (5) and
- Only one (1) BCCs will be disbanded.

The overview of Governance of Existing Joint BCCs where membership is set by State Law were discussed as well as the existing BCC which membership is set by state law will be consolidated.

Mr. Kearns met with the attorneys to see where they will be going at this point. The governing body has the power by resolution to adopt the ordinance. The new governing bodies will be elected in November and do not take office until January, and they need to function in the meantime. However, they cannot adopt something until January of 2013. Both the Township and Borough can make resources available to get an ordinance drafted. For example, the Planning Board should have nine members which should be set for approval and made available to them. Vice Chair Sillars remarked that the items which have a critical path need to be identified and some planning needs to occur prior to January 1, 2013. This is to ensure that (example) Planning/Zoning Boards can continue to function. Another example, a new member sends in his/her application to the Planning Board, which consists of nine (9) members, they will still continue to function, pending the application being approved.

Subcommittee Chair Davis stated that they will bring their recommendations to the next TTF meeting. However, some items are still pending due to further research and discussion. Vice Chair Sillars said in reading over the documentation provided by the BBC Subcommittee, he is not sure how much he will learn over the next two weeks. He is uncertain what the existing commissioners or board members think and what their view is and in terms of recommendation, what their future would be and what the issues are. This portion was not discussed by the BCC as of yet. Subcommittee Chair Davis said that they need more time and questions raised will be addressed in the next two weeks. Also, this information will be disseminated to the public for comment. The recommendations will be sent out to all the BCCs and ask for their response, at the direction of Vice Chair Sillars.

Subcommittee Reports

All subcommittees submitted their information, per Vice Chair Sillars.

Open Space Tax – Vice Chair Sillars gave a summary previously. A lengthily discussion occurred between the TTF members. Issues raised can be addressed as citizen members at the Joint Meeting commencing on June 26, 2012. Vice Chair Sillars said that this topic will be raised and, hopefully, it will pass the way it was proposed at \$.017 to be presented to the public to vote on in November of 2012. In sum, the TTF members support the Open Space Tax referendum. No discussion. All TTF members were in favor.

Communications Outreach – Ms. Mather was absent. Vice Chair Sillars said that the committee is working on a great form.

Boards, Committees and Commissions – Nothing to report.

Facilities and Other Assets - No additional report.

IT – all set.

Joint Finance Committee – Mr. Simon gave a briefing of what he will address at the Joint meeting regarding the most recent cut and the savings and recommendations of the TTF to be made.

Personnel – Chair Berkhout gave an update on Selection Process. The work on the PTO was sent back to the administrators and will brought back to the TTF once the Personnel Subcommittee has reviewed it. Administrator Bruschi said that that interview guide is set up and the applicants for the Chief of Police position should take place and finalized within the next few days. Both governing bodies were informed as what the recommendations are. Ms. Berkhout indicated that there will be a meeting on the 5th to discuss the Administrator position.

Public Safety – tabled to next meeting.

Infrastructure & Operations – Committee has nothing to report at this time.

Other Business – No other business came before the TTF at this time.

Public Comments - No one from the public came forward at this time.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 7:40 p.m. and the motion was seconded. All TTF members were in favor. Vice Chair Sillars indicated that the next TTF meeting will commence at July 11, 2012.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

