

Minutes for the Transition Task Force of Princeton

July 11, 2012

Commencing at 7:10 p.m.

Township Hall – Princeton, New Jersey

CALL TO ORDER: Meeting called to order by Chairman Freda

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.

Present: Chairman Freda, Vice-Chair Sillars, Mayor Goerner (arrived at 8:30 p.m.), Mayor Moore, Mr. Miller, Ms. Butler, (Borough Council) Mr. Middlekauff, Mr. Patteson, Mr. Davis, Ms. Berkhout, Ms. Mather and Mr. McCarthy (DCA Representative)

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

Absent: Ms. Berkhout, Mr. Levine and Administrator Monzo

Discussion/Decision Items:

1. Prior Task Inventory, where are we now/what is left to do?

Chairman Freda said that many tasks have been completed. The subcommittees have made recommendations to the TTF who in turn have made recommendations to the governing bodies. May of the items are in the hands of the administrators and staff of the two municipalities.

Chairman Freda said he would like to go through each committee and give their status. All TTF members agreed.

Personnel Sub-Committee Items 1A through 1H –

- (a) Workforce Sizing Options – has been completed;
- (b) Develop Process Recommendations for personnel selection as strategic positions; TTF completed- action needed by governing bodies;
- (c) Organizational Structure – completed by TTF;
- (d) Reconcile Employee Benefits – discussion to be held at the TTF July 25, 2012 meeting;
- (e) State Analysis of the ERI eligibility – TTF not pursue – completed
- (f) Promotion of Cross Pollination – ongoing – completed by TTF
- (g) Review of salary differentials – on agenda for July 25, 2012 TTF meeting;

- (h) Merging of Union Contractors – responsibility of the administrators, municipal council, PERKS and the governing bodies.

Ms. Mather has a concern in that she went to the original mandate and the TTF role is ‘advisory’ and the TTF has made recommendations and the TTF needs the governing bodies to act on these recommendations in a timely manner. She has a concern with G – ‘merging of manuals’ – is beyond the TTF responsibilities and she will vote ‘no’. Chairman Freda responded that they are on the TTF agenda for July 25th and will be addressed at that time.

Infrastructure & Operations

Mr. Middlekauff said that 2A relates to the organizational structure and the merging of the Public Works and Engineering (PSOC) organizational charts and made a recommendation and addressed by the governing body; 2B relates to the demining service level for brush leaves and compost – subcommittee is working on currently; 2C relates to recommendation for facilities as it relates to Public Works; 2D relates to bid process for garbage collection and determining service level – bids will go out and will be presented to TTF and governing bodies once the cost are seen. 2D – relates to integration of capital improvement plans – falls into the facilities category. Communicating with the general public and let the residents know about the various changes, should be addressed, per Mr. Middlekauff.

Public Works Facilities – Mr. Miller said that public works facilities are not an immediate need of consolidation; just the immediate need of how and where the merged PW force will be needs to be addressed right now. Addressed: what was necessary to bring the two municipalities together and provide continuity of service come January 2013. Also, what should be done in terms of a long range plan? Both were presented at last joint meeting of governing body and received approval to proceed with a short term effort to take the steps necessary to merge the two to a single department. This involved co-locating staff at the John Street site, maintain Harrison Street site for light vehicle maintenance and a secondary fueling station; maintaining the Valley Road site for heavy vehicle maintenance and maintaining mostly storage use at the River Road site. Steps have begun to take the short term effort and provide temporary facilities at John Street.

Facilities and Other Assets – Mr. Miller said that their list has been completed and was previously reported. Task 3B – deploy municipal offices – (final report phase 1 completed and TTF received a copy and addressed later in the meeting).

Public Safety – Chairman Freda indicated that Item 4A – Organizational Structure and Size Issues – (size has gone through TTF and governing body and approved); however, the structure has not been approved by the governing bodies. 4B – recommendation facilities – the police department will be placed at Township Hall; 4C – integration of SOP protocols – short presentation will be presented on rules and regulations of the police department; 4D – Recommendations on Police IT issues – at last joining governing body – many items were agreed upon. 4E – integration of capital equipment, firearms – two police departments are working on jointly and now has been turned over to the two administrators to act on; 4F – interaction of the police department with the University of Public Safety – discussion to help police department as a force multiplier,, based on input from the Mercer County Prosecutor’s Office this cannot be done. Pending: PU having a 911 PSAP, Mr. Kearns is researching this

matter – state laws mandates only one 911 PSAP in each town. The university has one and on main campus and many properties off main campus if you dial 911, you do not get the municipal police department, instead you get the University public safety department. Is this allowable, may not be. Therefore, the matter is pending. Administrators to make recommendation as to who will be project manager to oversee the dispatch center work. Work with Finance subcommittee to identify transition costs. Question: Will Public Safety continue to meet after this coming Friday, to be determined after this next Public Safety Subcommittee meeting, per Chairman Freda.

Boards, Committees and Commissions Subcommittees – Mr. Davis said that 5A – Inventory of existing boards, committees and commissions are in process. The existing inventory has been completed. 5B – Status report with a status report being given this evening and other recommendations being presented on July 25, 2012. 5C – Determination of framework for advisory planning districts – BCC had a meeting and they took into account advisory planning districts. Can new committees be established for the new municipality is a question which arose at a BCC meeting, per Subcommittee Chair Davis. Should advisory planning districts be pursued by the BBC or by the town itself in 2013, per Chairman Freda. Mr. Sillars said they are in the Consolidation Commissions recommendation it was advised to look into this matter in detail and the TTF should look at it and report the findings. Mr. Davis stated that the BCC is hoping to follow-up on this in September.

Community & Outreach - Ms. Mather said that the five items are still in process. Also they are making the web site more user friendly. A six month report is coming and will report further in detail.

IT - Mr. Patteson said that they have completed Item 7A – has been completed an inventory of all software/hardware. 7B – made considerable progress on resource integration plan. One remaining item is general ledger and tax – which is expected shortly. 7C resource integration with police, etc. – will be completed. 7D - Facility Aspect of Resource Integration – is okay thus far.

Finance

Mr. Sillars said that a number of items are of the monetary nature. 8A - Monetary implementation plan vs. saving estimates (ongoing – report in mid-fall), tracking transition costs liaison with the state – report in fall; preliminary draft (budget) completed in May – consideration of sewer rates – have been set with the tax bill and go out in a few weeks and not analyzed till next year – Open Space Tax – gone through the TTF and joint governing body and will be the referendum in November. The monitor debt combination – no action required beyond what will be done by consolidation.

Legal – Chairman Freda stated that collective bargaining agreements and debt combination process is out of the TTF hands. The TTF is monitoring progress against deliverables and looking at the governing bodies to name all the people in the strategies positions identified earlier. After the July25th meeting, one can see what remains. The TTF has two scheduled meetings in each of the following August, September, October. And one meeting in November.

Mr. Miller said that the Facilities Subcommittee has completed Phase I of its work. Phase I was to identify where the merged departments of the two municipalities will be located and what if any surplus space they will have. KSS distributed the final report to all given parties which is consisted of three (3) sections: task assigned; process the subcommittee followed to analyze data and (3) recommendations.

KSS gave an slide presentation on the overview of Princeton Facilities Consolidation process in making the recommendations and steps followed. Process: looking at existing facilities and completed a review of current uses and space needs. KSS met with the various departments. They developed an analysis to describe the needs of the various departments. Preliminary recommendations were given early based on this analysis.

It was concluded that the police department would reside in Township Hall. Public access was looked at – engineering, planning recommended to be in Township Hall. Boro Hall has logical uses (Corner House, Human Resources, Affordable Housing and the Health Department). Three separate options were developed by KSS and place the afore-mentioned in Boro Hall. Cost, time and program relationships were considered by the various departments. Parking, walkability and prominence were also considered. Suggested that Borough Hall is a more walkable location because it is closer to a denser population and closer to the center of town. Recommendation: Option Three proposed by KSS. The Administrator and Mayor’s offices, primary in Township Hall; but also another spot in Boro Building for meetings they may have in that building.

Chairman Freda said the Facilities Subcommittee was recommending name changes for the two town hall buildings: Witherspoon Building is Township Hall and the Monument Building is Borough Hall. Police Department, Clerk, Mayor, Assessor, Finance Office, the Court, Planning & Engineering will remain the Township Building (administrative aspects of those functions). Corner House in lower level of Monument Building. Affordable Housing, Human Services and the Health Department will be located in the Monument Building. Both the Mayor and the Administrator will have offices in both buildings. Public functions will held in both buildings. All of the functions will not fit into one building.

In sum, Mr. Miller asked the TTF for: endorse recommendations for the locations of the departments; recommendation to the governing body get to work immediately in Phase II of the effort – Phase II is to implement the recommendations. KSS has to prepare packages of information to out for bid the work which needs to be done. A description, a budgetary estimate and estimate of the schedule required. KSS is the project manager for that portion and a recommended sequence should be prepared by KSS. Parking is a concern do to some uses that drive a large need of spaces at times...CP Pool, SRC, when court is in session, police staff to name some. A parking study needs to be completed, per Mr. Miller. Moving Corner House into the facility is a substantial amount of work. Mr. Miller would like the implementation phase to be handed over to the professional staff to manage the contractors and the subcommittee provide oversight assistance to the administrator and governing body to review work, progress etc. Chairman Freda said that phase I is a conceptual plan, phase II need to do actual programming etc. Spaces may expand or contract and there is a lot of work to be completed.

A motion was made by Mr. Middlekauff that the TTF agrees with the conceptual plan as presented and the motion was seconded by Mr. Sillars. All Township TTF members being four (4) voted "AYES". All Borough TTF members being five (5) voted "AYES".

A motion was made by Mr. Patteson to commence Phase II (programming, etc.) and the motion was seconded by Mr. Middlekauff. All Township TTF members being four (4) voted "AYES". All Borough TTF members being five (5) voted "AYES".

A motion was made that the governing bodies undertake a parking study to find spacing for the vehicles by Ms. Butler and Mr. Patteson seconded the motion. Mayor Moore indicated that it was the intent to have the Engineering Department do the work so there is no cost factor involved. The work should not be done by the Facilities Subcommittee, per Mr. Miller. The TTF agrees that there should be some form of study of the parking situation and the administrators and governing bodies figure out how to do this either internally or by an outside vendor, per Chairman Freda. All Township TTF members being four (4) voted "AYES". All Borough TTF members being five (5) voted "AYES".

A motion was made that actual implementation gets handed over to the municipal professional staff and not handled by the Facilities Subcommittee to oversee the next steps by Mr. Patteson and Mr. Middlekauff seconded the motion. All Township TTF members being four (4) voted "AYES". All Borough TTF members being five (5) voted "AYES".

Mr. Miller thanked the Facilities Subcommittee.

Relating to document storage, Ms. Butler stated that they should speak to other municipalities as to how they handle this matter. Mr. McCarthy gave some feedback on this matter. Chairman Freda said that the Clerk's Office should handle document management because it is part of their State mandated responsibilities.

Boards, Committees and Commissions (BCCs)

Mr. Davis said that a partial recommendation status report before the TTF in that there is a recommendation for 19 of the 33 BCCs for formal consideration to be presented to the TTF on July 25, 2012. The 19 have their scope defined by state statute and/or local ordinance. The 19 are already joint or duplicates, per Mr. Patteson. Chairman Freda suggested where possible the size of a group should be reduced and not increased. Mayor Moore expressed the opposite opinion (ex. Princeton Regional Health Commission increase from 8 to 10). Chairman Freda asked if it is difficult recruiting citizens and the BCC should discuss this issue with the two mayors. Mr. Davis said that this issue has not been raised to the mayors. What do the Chairs of the BCC Committees think as far as how active their members are and how many they need, asked Mr. Sillars. Mr. Davis replied that some committees have had input; yet many have not. How can a recommendation be made if they have not spoken to people on the committee, per Mr. Sillars. Mr. Davis said that they are prepared to do this. Chairman Freda requested that the BCC Subcommittee Recommendations Report be sent to the Chairs of every Board, Committee and Commissions by the Clerks and if they have questions, they can be addressed by Mr. Davis. The BCC has two weeks to complete this task (discussed at the July 25, 2012 meeting). Mr. Sillars feels that the Chairs need to be contacted. Chairman Freda said that the subcommittee is

meeting on the 19th and they can attend or send a representative. Mr. Davis said that the BCC decided to do this.

Public Safety

Chairman Freda said that at the last Joint Governing Body Meeting, the radio equipment, CAD and 911 upgrade and cost was discussed and approved prior to the TTF itself agreeing to the Public Safety Subcommittee recommendation. So the TTF needs to render an opinion on this also. Approvals are a little out of the normal process; but time was critical and this made sense in this case, per Chairman Freda.

Computer Aided Dispatch (CAD) – also includes records management software. They were tasked to look at companies to consolidate different data and systems in the police department. Three companies were evaluated and the company chosen was Lawsoft because of cost, functionality, ease to implement and it integrates with the evidence software. The cost is \$103,000 with data conversion included and is under State contract. The final cost for Lawsoft is \$120,000 because they also added a component to add fire and EMS dispatch and record keeping (cost is \$17,000), per Chairman Freda. A motion was made to have the TTF approve the CAD System which was seconded by Mr. Patteson. All Township TTF members being five (5) voted “AYES”. All Borough TTF members being five (5) voted “AYES”.

911 Upgrade – two positions in township (Zetron Series 3200. 911 System). The Borough is using a different system which is not advanced. They will go with the 3200 system. Also, a third position is needed for times of large scale emergencies. There will be a total of three positions. Will upgrade the mapping system. Cost of upgrade is \$105,629 to include installation and is under state contract. Position is a physical station and not a person, per Mayor Moore. The third position will be in the Communications Systems area. A motion was made by Chairman Freda that the TTF approve the Zetron Series 3200 911 System and Mr. Middlekauff seconded the motion. All Township TTF members being five (5) voted “AYES”. All Borough TTF members being five (5) voted “AYES”.

Rules and Regulations – Chairman Freda stated that he e-mailed the 35 page document to the TTF members. The Rogers Group took the existing rules and regulations from the two police departments and looked at the existing as well as looking at the best practices relating to police departments and came up with the document, which is similar to what exists today because both departments were up to date. Mr. Middlekauff feels uncomfortable to vote on this matter because he feels it is not in his expertise. Chairman Freda remarked that if the majority of the TTF agrees that this matter is beyond their expertise then it will be passed on with no opinion. All the TTF is in agreement.

The Public Safety Subcommittee also recommended it was agreed upon by the two police departments and the administrators that the details on firearms, vehicles and uniforms will be dealt with by the municipal staff and the governing body and the Public Safety subcommittee did not get into any detail. Chairman Freda asked the TTF if there are any objections. Seeing none, the TTF members agreed. Also, Chairman Freda said that a recruit search process was recommended and has not yet begun and the Police Chief and Administrators were asked to do this. They will be down by two people and would like for this process to begin as soon as possible since it will take about 10 months to complete.

SUBCOMMITTEE REPORTS

Communications Outreach – Ms. Mather said that regarding a celebration, her subcommittee would like the TTF to look at by the July 25th meeting and recognize *the importance of consolidation*. The event will be held on December 31, 2012 from 3:00 to 4:30 p.m. and may include a parade for the public to take part in. It will be an acknowledgement to slide into the officials being sworn in on January 1, 2013. She would like the TTF to look at this matter. There is no cost involved. Various entities in Princeton will be asked to support this activity and work will be done by volunteers. Also, a draft Media Policy will show how the TTF should use Media and will be distributed to the TTF by Ms. Mather. E-mail sent about the 6 month report. The website is being used and followed, per CGR. Logo was discussed briefly; but is not the responsibility of the TTF.

The following subcommittees had no other comments to add other than what was previously stated the earlier reports cited above: Boards, Committees and Commissions; Facilities and Other Assets; IT; Joint Finance; Personnel; Public Safety and Infrastructure & Operations. Chairman Freda commented that an e-mail from CGR on July 26, 2012 discussing website statistics and TTF was viewed over 7,000 in May and most viewed was the Organizational Charts presentation.

OTHER BUSINESS

Joint Governing Body meetings will be held on July 16th and on July 30th, 2012. The next TTF meeting is scheduled to commence on July 25, 2012 at the Borough building, per Chairman Freda.

Mayor Moore asked if there is a report as to what was paid out to the consultant. Mr. Sillars said the amount is small for CGR under \$25,000.

PUBLIC COMMENT

Chairman Freda opened the meeting for Public Comment at 9:06 p.m.

Kate Warren - appreciates the work of the TTF; but is sad to hear that the Administrators and Mayors' office will not be located in the Monument building. The (borough) building is great customer service and feels the satellite office will phase out over a period of time. She feels there is no cost associated and is this most cost efficient to have their offices in the Township Building. Advisory Planning Districts – it states that they are permissible; yet no definition and they have a limited amount to bring concerns to the Planning Board in writing. If this came from the State, then the state should direct this, or is Princeton setting the standard for the rest of New Jersey. The students from the University are looking into this matter to bring to the state for consideration. Mr. McCarthy indicated that there were limitation to the law and the Consolidation Commission decided that they study it as an Ordinance rather than follow state law which did not have a lot of definition; but was limited to the former geographic boundaries of the towns. The Consolidation Commission pushed it to the governing bodies for decisions. Mayor Goerner responded that what Mr. McCarthy is referring to are 'service districts'. The Advisory Planning Districts are defined as to how the town defines a neighborhood. The Consolidation Commission discussed this in detail. The new governing body needs to decide a process and a procedure to establish the Advisory Planning Districts. The governing body has to

define the structure as to how they will be created, per Mayor Goerner. Appointments to the board will be the responsibility of the new municipalities, per Mr. Davis. The ordinances will be drafted by the municipal attorneys.

No one else from the public came forward; therefore the public comments portion of the meeting was closed at 9:15 p.m., by Chairman Freda.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 9:28 p.m. by Chairman Freda and Ms. Mather seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

/pp