

# Minutes for the Transition Task Force of Princeton

July 25, 2012

Commencing at 7:15 p.m.

Borough 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.

## **ROLL CALL**

**Present:** Chairman Freda, Vice-Chairman Sillars, Mayor Goerner, Mayor Moore, Ms. Butler, (Borough Council) Mr. Middlekauff, Ms. Berkhout, Mr. Patteson, Mr. Davis, , Ms. Mather and Mr. McCarthy (DCA Representative), Mr. Levine (alternate)

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

**Absent:** Mr. Miller, Mayor Goerner, Administrator Bruschi (Borough)

**APPROVAL OF MINUTES** – 05/30/12, 06/13/12, 06/25/12 and 7/11/2012 – all approved.

## **Discussion/Decision Items:**

Boards, Committees and Commissions (BCC) Recommendations – Mr. Davis said that the preliminary recommendations had been submitted to Attorney Kearns for his review and comment with regard to local and state ordinances/statutes that may apply. Mr. Patteson created the spreadsheet presentation.

Mr. Patteron presented the BCC Subcommittee recommendations. The first six have membership impacted by state law: Environmental Commission; Princeton Public Library Board of Trustees; Princeton Regional Health Commission; Regional Planning Board; Site Plan Review Advisory Board (SPRAB) and Stony Brook Regional Sewerage Authority. A discussion took place by the TTF members regarding how many members currently serve on the BBCs' versus having more/less committee members going forward. Mr. Sillars and Mr. Freda commented that at the last meeting, a request was made to get a thumb print from the committee chairs and give their input on total members needed based on things like work load, how many show up regularly now, etc. Discussed was: the *Environmental Commission* which can have either 5-7 members or 7-9 (to include two alternates). Chair Freda stated that they have to get the individuals to fill the positions and not to put too many people on these committees. Mayor Goerner commented that they see applications from residents and he agrees with Chairman Freda if there is an expansion of persons, it needs to be justified. Subcommittee Chair Davis stated that he will reach out to the chairs of all the committees. Wanda Gunning will reach out to Chair Wasserman of the Environmental Commission via e-mail.

*Princeton Public Library Board of Trustee* – 9 members (7 plus 2 - stays as is ); *Princeton Regional Health Commission* – 8 to 9 members; *Regional Planning Board* – Wanda stated that there can only be two (2) alternates. The Planning Board will go from 12 to 11.

The recommendations are to receive input from the various Chairs of the existing BCC.

*Site Plan Review Advisory Board (SPRAB)* – current members are 12 and would be reduced to 10 members

*Stony Brook Regional Sewerage Authority* – Currently have 2 and would be reduced to one. It is not by statute; but by by-laws. A discussion took place as to how many seats Princeton should have (2 vs. 1). Chairman Freda remarked that this is a discussion amongst members of authority to amend the by-laws. This is not for the TTF to render an opinion on. Mayor Goerner indicated that the governing bodies have a discussion with the Sewerage Authority to amend the bi-laws.

*Construction Board of Appeals* – Mayor Moore said that this Committee meets on as need basis in the borough.

*Historic Preservation Review Committee* – discussion took place amongst the TTF regarding current members and residing outside of Princeton. A question arose, per Mayor Moore: Who is doing the voting? Per Wanda, both Borough and township have different ordinances which need to be combined and also to allow members from outside of town. A resolution needs to be written to carry over as one group and in moving forward, the boards will work together, per Mr. Davis. It was decided that the Historic Preservation Review Committee will have a total of nine members. Current ordinances are written differently and the suggestion was that the ordinance should be written to allow for an outside member to be an alternate or a full member. To get certain expertise, getting someone from outside the town is not uncommon.

*Corner House* – Mr. Davis said that goal is to maintain as much membership as they can. Recommendation: 7 residents appointed by mayor, 1 member of Corner House Foundation and 1 Liaison from Council.

*Joint Princeton Cable Television Committee* – recommendation: 9 citizens appointed by mayor and one liaison from Council (full member). Citizen members to have 3 year terms.

*Princeton Alcohol and Drug Alliance (Shared)* – as is.

*Sewer Operating Committee* – Mayor Goerner recommended keeping the members at four – have a borough and township liaison and two (2) citizens. Members are hard to find. Recommendation: currently have a total of four (4) members – to remain the same.

*Alexander/University Place Transit Study Task Force* – recommendation: six appointed by Mayor with consent of Council; 3 appointed by the University. A motion was made by Mayor Goerner and seconded by Mayor Moore. TTF vote: Borough – 5; Township – 4; abstentions: one (Mather).

*Stony Brook Regional Sewerage Authority* - recommendation: one member appointed by mayor of new Princeton. Chairman Freda noted that this is not our decision, it is a discussion amongst SBRSA members to amend their by-laws.

*Personnel Subcommittee* – Subcommittee Chair Berkhout said that the the Personnel Subcommittee reconsidered its recommendation as it related to paid time off and considered what the administrators had recommended directly to the governing bodies. She indicated that Jim Levine

would present the recommendations on employee time off and on medical benefits, the only two remaining areas in the benefits policies that needed decisions

Mr. Levine gave an overview of the comparison of the Administrators' proposal for time off and the PTO proposal:

*Time-Off Benefits* - With respect to time-off benefits – four alternatives were presented and one was endorsed to be: “alternative #1 with recommendation that the new governing body studies the PTO system and conduct a pilot program next year for possible change to PTO system in the future”. Mr. Patterson made a motion to approve this alternative and Mr. Sillars seconded the motion. TTF vote: Borough – 5; Township -4 and one abstention.

*Paid Time OFF (PTO)* – Mr. Levine gave an overview and stated that the TTF approved the concept of PTO but not the number of days and it went to the joint governing bodies. Document was sent back to make final recommendations. Mayor Moore indicated that was not voted upon on any direction. Mayor Goerner replied that they are not in support of PTO options which were discussed at the joint meeting. There are no cost savings. It affects the morale of employees and it was stated at the beginning to do no harm to the employees. Mr. Levine said that the alternative proposal was discussed to not reduce the number of days for current employees. A Pilot Program was discussed and employees would benefit from this program. The administrators presented their views. Administrator Monzo said that the actual data of the Pilot Program has to be looked at and evaluated.

*Medical Benefits* – four options were considered. Out of the four recommendations the Personnel Subcommittee recommended Option # 4 - “current employees on State Plan, current retirees remain on current plan and future retirees on State Plan”. Cost factor was discussed by Mr. Levine. The Personnel Subcommittee recommended option #4 – pending implementation of health exchanges which are legislated to begin in 01/01/2014. If/when viable exchanges exist, move to option # 3. Discussion took place amongst TTF members. The above paragraph, last sentence should be changed to reflect “if/when viable exchanges exist, “**consider**” vs. ‘move’. A motion was made to approve the afore-mentioned by Mr. Middlekauff and seconded by Ms. Butler with noted change to be made. TTF Vote: Borough = 5; Township = 4; Abstentions = one – Mather. Option # 3 reads “SHBP for active EES; keep current retirees borough, SHBP & Township Retiree Stipend. Cost for employees: State Health Benefit Program; cost for retired employees: Borough – SHBP and Township = stipend plans.

Subcommittee Chair Berkhout indicated that the recommendations/reviews were completed for the following items: separation agreements; organizational structure; personnel selection process; reconciliation of employee benefits; cross-pollination; guidelines for reconciling salary discrepancies. Ongoing issues include the - merging of union contracts (responsibility of PERC) and the rewriting of the employee manual, and the following items are being handled by the administrators:

*Salary Harmonization* – administrators are reviewing all salary discrepancies and are recommending to the governing bodies guidelines.

*Job Descriptions* – administrators and department heads reviewing and revising all job descriptions.

*Classification System* – administrators will recommend a single job classification system to the governing bodies and will work with PERC. The manual will be revised, per Subcommittee Chair Berkhout.

*Community Outreach* – media policy – suggested to be advisory. “Celebration Resolution” goes to the governing bodies to hold a community event recognizing the consolidation of the two municipalities on December 31, 2012 which will be held in the early afternoon (3:00 p.m. to 4:00 p.m.). Subcommittee Chair Mather is asking for the governing bodies to support this event. The function will be covered by private sponsorship and donations. The goal: to publically recognize the importance of the historic milestone of consolidation. The location of the event will be Palmer Square Green (inclement weather: Library Community Room). There will be elected officials invited and the event will be for the town. Subcommittee Chair Mather would like input from the TTF and the governing bodies.

*IT* – Mr. Patteson said that there are two recommendations: (a) tax assessor Date Conversion: \$34,000 one time, annual cost (to come) and (b) Rapid Notify System - \$9,500 annual cost (no upfront cost). A motion was made to use the Rapid Notify System by Mr. Patteson and seconded by Mr. Berkhout. TTF Vote: Borough = 5 and township = 4 – abstentions = 1 (Mayor Goerner).

*Existing Ordinance Review, status/update* - Mr. Kearns stated that relating to the statutes and ordinances – he is reviewing the existing materials with the attorneys and they met in March and are working on a report. Where there are differences, they are putting them together because they are using different formatting, etc. The report from the attorneys (township and borough) is due to Mr. Kearns by August 15, 2012. Mr. Kearns also sent out a memorandum outlining the issues which need to be addressed. The memo addresses items which need to be addressed after the election by Mayor and Council on January 1, 2013. Chairman Freda said the memorandum should be made available for the governing bodies showing the items to be completed for the new year. Mr. Kearns indicated to take his list and make it a check list. Chairman Freda asked if all of the TTF is okay with this proposal.

*Meeting Schedule Going Forward* – Next TTF meeting to commence on August 15, 2012. There will be two meetings held in September, October and one meeting scheduled for November, per Chairman Freda. Chairman Freda said that all of the outstanding issues should be resolved as soon as possible.

#### *Subcommittee Reports*

*Infrastructure & Operations* - Mr. Middlekauff said that the Infrastructure & Operations approved the recommendation for the leaf & brush. The subcommittee is currently obtaining bids back on the garbage and compose collection; they will review the bids and make a recommendation.

*IT* - Mr. Patterson said that there are remaining projects and cost presented on August 15, 2012. These items include: general ledger, tax collection, time and attendance, payroll management, construction and building security cameras and doors.

*Communications/Outreach* – Subcommittee Chair Mather said that Chairman Freda and Mr. Patterson will appear on the Reed Ponder Show.

*Boards, Committees and Commissions Subcommittee* – Subcommittee Chair Davis indicated that they will have their presentation on August 15, 2012.

*Public Safety* – last meeting held and items completed.

## **Public Comment**

Kate Warren said that she had a question regarding IT contracts not going out to bid (Vital and the dollar amount). A number of contracts go out to bid, per Mr. Patteson. She had a question regarding Item #4 – medical benefits and the 18% savings.

Henry Singer – said that an IT Steering Committee to advise the new governing body should be considered.

At this time, no other public came forward; therefore, Chairman Freda closed the Public Comments portion of the meeting.

Mayor Moore stated that there are opportunities available; but not reduction in staff. Regarding Community & Outreach – updates for consolidation to expand the public’s knowledge should be provided. Mr. Davis said that 34 BCCs established in the consolidated municipality and they can change over time. The BCC will meet in September and October and provide options to the public as to what the BCCs’ are doing and at that time, questions can be raised.

## **ADJOURNMENT**

No other business came before the TTF, therefore, a motion was made to adjourn at 9:48 p.m. by Mayor Goerner and Mr. Middlekauff seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

/pp