

Minutes for the Transition Task Force of Princeton

August 15, 2012

Commencing at 7:05 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 Moore (arrived at 7:11 p.m.), Ms. Butler, (Borough Council) Mr. Middlekauff, Ms. Berkhout, Mr. Patteson, Mr. Davis, Ms. Mather, Mr. McCarthy (DCA Representative) and Mr. Levine (alternate)

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

Absent: Mayor Goerner, Mr. Miller

APPROVAL OF MINUTES

05/30/12 – A motion was made to approve the May 30, 2012 minutes as read by Mr. Patteson and seconded by Mr. Davis. TTF Vote: Borough = 5 and Township = 4. Motion carried and minutes approved.

06/13/12 - A motion was made to approve the June 13, 2012 minutes as read by Mr. Patteson and seconded by Ms. Butler. TTF Vote: Borough = 5 and Township = 4. Motion carried and minutes approved.

06/25/12 - A motion was made to approve the June 25, 2012 minutes as read by Mr. Davis and seconded by Mr. Sillars. TTF Vote: Borough = 5 and Township = 3 and Abstentions 1 (Mather). Motion carried and minutes approved.

07/11/12 - A motion was made to approve the July 11, 2012 minutes as read by Mr. Patteson and seconded by Mr. Davis. TTF Vote: Borough = 4 and Township = 3 and Abstentions 1 (Butler). Motion carried and minutes approved.

Chairman Freda indicated that he would reach out to CGR and place the afore-mentioned approved minutes on the CGR website.

Boards, Commissions and Committees (BCC) Recommendations

Subcommittee Chair Davis said that what was being presented was the second set of recommendations made and they would be established in January of 2013. The committee consisting of Subcommittee Davis, Mr. Miller, Mr. Pateson, Mr. McCarthy, Ms. Gunning (Planning Board) and Mr. Enslin (citizen member) worked to develop the BCC recommendations. Several of the BCC memberships are set by local ordinances or state law.

Mr. Pateson presented to the TTF. Input was received from 95% of the BCC committee chairs, however; TV30 did not respond. The TTF had received this report in advance to help make this review go smoother. Once all the recommendations are acted on the thought is to have a available for the newly elected officials.

Mr. Pateson stated that Human Services currently has 12 members and the BBC is recommending a board of 9 members. Individuals are appointed for a three (3) year term and will there be a rotation. The details of this in the new ordinance will be left for the attorneys to write.

Joint Pedestrian and Bikeways Committee – recommending six (6) members. Ms. Berkhout suggested combining the Traffic & Transportation Committee with the Joint Pedestrian and Bikeways Committee. Also, Ms. Berkhout recommended that one of the six citizens be part of the University as a non-voting member. Discussion amongst the TTF Committee took place. Subcommittee Davis had no objection to this recommendation. Mayor Moore indicated that the University controls some of the paths and bikeways without state interference and this is also on private property. Ms. Berkhout reiterated that there should be some consideration to have Princeton University and other local institutional representation and have said representative be a voting or non-voting member.

Joint Recreation Board (shared) – representation eight (8) now, change to nine (9) and one non-voting Council liaison member. Discussion: have even or odd number of members serve on the BCCs?. Mayor Moore indicated that the powers of the boards were looked at as well as how they function. Mr. Middlekauff suggested going to an odd number of members and Ms. Butler was in agreement because the Joint Recreation Board would benefit from having more members vs. fewer members.

Alexander/University Place Transit Study Task Force – recommend four – two from Council and two from the University, one municipal staff (an engineer) and one Planning Board member to serve. Amended to: two citizens, two Council members and two University members. (this was established by agreement with the university. Not sure if the change to 2 citizens needs any other approval?)

Boro Affordable Housing Board and Township Housing Board – recommendation: to be consolidated and have seven members serve, plus one which will be a non-voting member from Council. Members will serve 3 year terms. Question raised about the Borough Housing Authority, can that be merged with these two groups. The answer is no. The Housing Authority is established by federal guidelines and cannot be merged. Chairman Freda indicated that it is imperative that when the attorneys write the ordinances, they will catch the differences between the two and they also work with the administrators.

Length of Terms – stated in the ordinances, per Subcommittee Chair Davis. There will be a three (3) year term unless defined differently by statute.

Shade Tree Commission – recommendation: seven members plus two alternates – ordinance is currently being drafted and members will have a three year term.

Citizens Finance Advisory – five members and one non-voting liaison from Council to serve a three year term.

Flood & Storm Water Commission – retain seven (7) members and use the Township Ordinance as the model.

General Board Making Assessment of Benefits from Local Improvements – retain five (5) members and use Township Ordinance as a model. The sewer assessment must be confined by this group and originates from the Engineering Department. Discussion took place amongst the TTF Committee. Mr. Kearns indicated that this should be a stand-by committee because their needs are established on a case-by-case basis. Chairman Freda said that this Commission is only used for sewer lines being installed where none existed before.

Housing Authority – recommendation: if state law allows, raise membership to 8 voting members, plus one voting Liaison from Council, for a total of 9. Voting Council Liaison to be confirmed. They are a separate entity and report to the Department of Community Affairs (DCA). This Board should speak to the State as to the changes made. Discussion took place: amended to have seven (7) members serving on this committee.

Public Safety – four (4) members of Council. This committee is a wide-scope and should only be municipal officials. No change in recommendation as presented in summary matrix.

Traffic & Transportation Committee (7 members) & Traffic Safety Committee (7) members – can these two committees be merged? Discussion amongst TTF committee took place. Look at merging most of their responsibilities into one group. Some of the responsibilities of the Traffic Safety Committee can be taken over by the new Public Works Committee (or whatever the 2013 version of this Boro Council Committee will be called) so it would be made up of Council members and staff.

Joining the Joint Pedestrian and Bikeways Safety, the Traffic & Transportation Committee and the Traffic Safety Committee, does this make sense? The groups may do different but very related things; they have interactions. Mr. Davis indicated that he would not vote in favor of the merger. Mr. Lahnston was in agreement with Mr. Davis. Yet, Mr. Lahnston stated the merger could take place b/w Traffic & Transportation and Traffic Safety; but do not combine them with the Joint Pedestrian and Bikeways Committee. A motion was made to refer this matter back to the BCC Commission with the addition of a number change and have only two subcommittees – Traffic & Transportation and Joint Pedestrian and Bikeways. The TTF Vote: Borough = 4 and Township = 5. Motion carried. Another motion was made to reflect that regarding bikeways, the university and other entities should be included and the members of this committee would serve a three (3) year term by Mr. Patteson and seconded by Ms. Butler. The TTF Vote: Borough = 4 and Township = 5.

Wasn't their also approval of all of the other BCC recommendations?

BCC Selection Process (process to be managed by the Clerks) – Subcommittee Chair Davis said he would like input from the TTF and explained the process. The selection application process would be managed by the clerks and the process would be made available on line. A hard copy would be made available. The towns would send letters to all current BCC members stating that their term expires on December 31, 2012. If they want to continue, they would have to express an interest to be part of the selection process for 2013. If current members do not reply with an interest, it would

be noted that they are no longer interested in serving. Timetable for this process: Commence on September 15, 2012; letters sent out by September 8, 2012; deadline for applications is November 1, 2012. This timetable would allow for the clerk's office to have the names/applications for the new governing bodies and council to address. Mr. Middlekauff responded that this would be publicized on the website and posted in the appropriate newspapers. Mr. Kearns indicated that is very important to request the applications be sent in by a certain date. Mr. Sillars replied that he likes the process; but does not want to put a deadline on the new governing bodies. Chairman Freda remarked that if the newly elected officials need to appoint every position, they need time to go through each application. Therefore, a deadline date needs to be set. Discussion amongst TTF took place regarding setting a deadline date. Chairman Freda said that nothing will happen prior to Election Day (11/06/12). A motion was made to have a deadline date set for November 15, 2012 (use print and electronic media, have broad communication and have interested parties submit their given applications by the November 15, 2012 deadline. The mayor-elect can appoint individuals after that) by Ms. Berkhout and seconded by Mr. Patteson. The TTF Vote: Borough = 3 (Mayor Moore opposed) and Township = 5.

IT – with respect to IT, Mr. Patteson outlined the proposed IT recommendations. A motion was made and seconded by Ms. Berkhout that the TTF voted on list of IT recommendations to be: (a) general ledger;(b) tax collection; (c) time and attendance; (d) payroll management; (e) construction; (f) building security cameras and doors and (g) panic alarm system. The TTF Vote: Borough = 4 and Township = 5.

Payroll management current annual cost was discussed – borough = \$9,600 and township cost = \$17,000. Mr. Patteson indicated they are moving to combine the two and the cost would be \$24,000 using the company Prime Point Company (Twp vendor). The Boro currently uses ADP. In order to fairly compare the two a bid will be solicited from ADP, there is only one from Prime Point right now. Somewhat confusing the issue is the subsidizing currently provided to the Township for payroll services through the Twp's current contract with the Bank of Princeton for banking services. This is in the amount of \$15,000/year. Further research will be done and this will be brought back to the TTF.

Security Cameras – currently township and borough on two separate systems and will remain because it is difficult merging two fiber networks (to include the pool area).

A motion was made by Ms. Mather to modify the original motion made to state that : (a) general ledger;(b) tax collection; (c) time and attendance; (d) payroll management; (e) construction; (f) building security cameras and doors and (g) panic alarm system all remain the same with the exception of payroll management and Ms. Butler seconded the motion. The TTF Vote: Borough = 4 and Township = 5.

Existing Ordinance Review – Mr. Kearns stated that the existing ordinances and statutes are currently being reviewed. He received a report and the municipal attorneys are making progress and within one month (after September 5, 2012) these ordinances will be ready to distribute to the governing bodies for their review and approval.

Interim Detailed Financial Update – Subcommittee Chair Sillars said that there has been no update since July of 2012. Starting balance was \$149,000 and current remainder is \$59, 000, which does not include the \$38,000 to add from KSS. The Finance committee will meet on the transition costs. They had a total of \$1.7 million, which may or may not be exceeded by much. Discussion amongst TTF took place: (Public Safety: combine police and 911 radio and dispatch, etc., capital spending;

public works). The total saving consolidated figure is not in as of yet because there are still outstanding balances.

Subcommittee Reports – (Pass: report included earlier in meeting or nothing new to add)

- (a) Communications/Outreach – pass
- (b) Boards, Committees and Commissions – pass
- (c) Facilities and Other Assets (Mr. Miller away – pass)
- (d) IT – pass
- (e) Joint Finance Committee – pass
- (f) Personnel – a memorandum was received from Borough Administrator Bruschi on August 14, 2012, which gave an update on:
 - PPM (working on draft document to re-write the borough & township documents and have one set of policies to be adopted and in place as of 01-01-13 (goal – mid-September);
 - Salary & Wage Plan working on collection of data to have a newly combined plan in place – goal – mid-September);
 - Bargaining agreements and representation – following up with PERC to get process finalized;
 - Job descriptions – Re-writing and standardizing both form/format of all responsibilities of all positions – goal – mid to late September;
 - Severance Update – most of separations have been verbally agreed to. Execution of documents is pending – goal for completion – a.s.a.p.;
 - other position recommendations/appointments – positions for non-union and middle management positions are nearing completion. Interviews need to take place in two given areas – goal for completion: August 31, 2012;

Additional non-personnel-related updates included:

- Budget, Finance and Purchasing – all departments asked to submit their 2013 budgets;
 - Vehicles Replacement Plan – draft plan for police vehicles is completed. Public Works vehicles and equipment will be reviewed;
 - Other Items – PD uniforms are in the process of being ordered.
- (g) Infrastructure & Operations - Subcommittee Chair Middlekauff said that with respect to garbage collection, they are currently obtaining proposal with respect to the cost and are awaiting a bid package to be received after Labor Day. The trash aspect will come back to the TTF. Mayor Moore would like to see a copy of the RFP – Mr. Middlekauff replied that to date, he has not seen the bid package.

Other Business –Documenting the Transition Process - Chairman Freda read a document outlining this process, a very similar document had been read at the Consolidation/Shared Services Study Commission earlier this evening also. The document talked about the efforts fo the graduate students from Princeton University and the effort by CGR related to providing reports for the community, the state, other communities, etc. to have to understand all that was done and how it was done. Several graduate students from the Woodrow Wilson School are looking at selected subcommittees of the TTF. CGR’s work will review everything done by the TTF and the efforts leading up to the TTF. The two efforts are different; yet complimentary. The Woodrow Wilson students are on the outside looking in. CGR in working with the TTF to gave a clinical analysis report outlining financial summaries and strategic components in moving forward.

Mayors' Moore and Goerner are working on a LOGO. If using outside vendors could be costly (50,000), therefore, they will look at the Arts Council as an option and make design selections in early September/October and come to the TTF with their recommendations. Chairman Freda reminded everyone that it had been decided earlier that the LOGO process was not part of the TTF's function and this is a matter for the governing bodies to decide.

Ms. Butler said that Governance has not been discussed and would like to see some education on the Boro form of government to be provided to the new elected officials. Some of the new officials will be from the Township form of government, some from the Boro form have very limited (in time) experience, someone with no prior government experience could be elected. Also creating a set of guidelines on how to enact business, etc. could be helpful. Chair Freda strongly agreed that looking to the League of Municipalities or perhaps Rutgers to provide this type of training would be a great idea. The administrators will investigate options for this training and report back.

Mayor Moore asked if there will be a report as to what the tasks of the TTF were. Chairman Freda replied that the CGR report reflects such. However, the TTF Committee will be in place until June of 2013.

Public Comment – Chairman Freda opened the meeting for Public Comment at 9:41 p.m.

Henry Singer – said that the mission of the BCC needs to be identified because there is an overlap. Everything is starting to finalize and he wants to ensure that somehow nothing will fall through the cracks. Chairman Freda remarked that a number of the TTF's recommendations have been accepted by the two governing bodies, and all the TTF can do is make recommendations to the governing bodies. The TTF has no authority to enforce the governing bodies to do something. All the TTF can do is 'pay attention' in moving forward. The CGR report "memorializes" what needs to be done, per Chairman Freda. So public and TTF monitoring going forward is a good idea. The implementation is up to the governing bodies.

No other public came forward; therefore, a motion was made at 9:45 p.m. to close the Public Comments portion of the meeting, by Chairman Freda.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 9:46 p.m. by Ms. Butler and Ms. Berkhout seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

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