

Minutes for the Transition Task Force of Princeton

September 19, 2012

Commencing at 7:04 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, Mr. Middlekauff, Mr. Miller Ms. Butler, (Borough Council) Ms. Berkhout, Mr. Patteson, Mr. Davis, and Mr. McCarthy (DCA Representative)

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

Absent: Ms. Mather and Mr. Levine (alternate)

APPROVAL OF MINUTES

August 22, 2012 –Ms. Berkhout suggested changes on page 3 and page 5. A motion was made to approve the minutes with the reflected changes to be made to the August 22, 2012 minutes by Mr. Patteson and seconded by Ms. Butler.

AYES: Township = 3 votes; Borough = 4 votes

NAYS: None

ABSTENTIONS: Mayor Moore and Mr. Middlekauff

Motion carried and the August 22, 2012 minutes were approved.

The minutes for September 5, 2012 will be placed on the October 17, 2012 agenda.

DISCUSSION/DECISION ITEMS:

1. CGR draft report, Joe Stefko— Mr. Stefko of CGR stated that the report consists of 85 pages and give the analysis and recommendations made when action occurred win the subcommittees. An example was given relating to the Personnel Subcommittee and 1A thru 1H regarding selection and the questions raised and the options presented. Mr. Stefko said a hard copy is made available for each subcommittee chair and would like for them to review their given section of the report to ensure accuracy. If there are any specific issues, they need to be addressed with the next few weeks. Also, the budget numbers will be revised. Both the revised budget and the subcommittee chair responses should be presented and the deadline is *October 17, 2012*. The TTF will have an updated revision of the document. The deadline for the full report to be finalized would be sometime in early November of 2012.

Mr. Stefko stated that the proposed schedule or structure of review would be at the TTF meeting scheduled to commence on October 3, 2012. The October 3rd date would be the turnaround date. Certain items have been pushed out because they will not be completed in November and these items are scheduled to commence on January 1, 2013. CGR is leaning on the subcommittees. Chairman Freda said that something needs to be issued in early November and would like for a public forum to take place. Mayor Moore was in agreement and indicated that the forum needs to commence before January 1st. Also, the election takes place in November. Vice Chair Sillars said that he will not be able to state what the impact on taxes would be until there is a contract in place for waste collection. Mr. Middlekauff would like for an interim report produced by CGR in November stating what was completed to date.

CGR is to provide written guidelines going into 2013 and track the changes and list what the fiscal and operational impacts are and bring them to the community's attention. Chairman Freda stated that the TTF is in existence until June and suggested that in May, the new governing body, the TTF and CGR meet and compile a list of what has been completed and what still remains.

2. Leaf/brush collection discussion, - Brad Middlekauff – Infrastructure & Operations Subcommittee Chair Middlekauff said that the leaf/brush pick-up needs to be rationalized in both the Township and Borough. Currently, they both have different schedules and programs. The goal is for each part of town to provide at least a comparable level of service as compared to the 2012 status quo. Under the proposed new plan, there would be more frequent pick ups in “Central Princeton”, an area which would be determined by staff based on parking restrictions, high parking and traffic density, and street width issues. In addition, the new Princeton will need to comply with the state storm water regulations (Princeton Borough is currently not in compliance). Bag pick-up is new for the Borough and currently exists in the Township. Under the proposal, there would be bagged pickup (with Princeton divided into 4 or 5 zones, with weekly bagged pick-up scheduled for a different zone each day in fall and spring) and unbagged pickup (based on a published schedule with additional pickups in Central Princeton). The following proposed pick-up schedules were then presented:

Proposed New Pickup Schedule – Fall

Current Program	Proposed Program for Consolidated Princeton
<u>Borough</u> Every 2 weeks (approximately)	<u>Princeton-Wide</u> Weekly bagged collections (Mid-Oct to Mid-Dec) 2 unbagged brush collections (Mid-Aug to Early Oct) 2 unbagged leaf collections (Mid-Oct to Mid-Dec)
<u>Township</u> Weekly bagged collections 2 unbagged brush collections 2 unbagged leaf collections	<u>Central Princeton</u> 2 additional unbagged collections (1 brush + 1 leaf)

Important note: as is currently the case, weather will play a role in scheduling. This may result in:

- Shifting the schedule to earlier or later in the season
- An extra pickup in a given season

Proposed New Pickup Schedule – Spring/Summer

	Current Program	Proposed Program for Consolidated Princeton
Spring	<u>Borough</u> Every 2 weeks (approximately)	<u>Princeton-Wide</u> Weekly bagged collections (Late Mar to Early Jun) 2 unbagged brush/leaf collections (Early Apr to Late May)
	<u>Township</u> 2 unbagged brush/leaf collections	<u>Central Princeton</u> 1 additional unbagged brush/leaf collection
Summer	<u>Borough</u> Every 2 weeks (approximately)	<u>Central Princeton</u> Every 4 weeks (bagged)
	<u>Township</u> None	

Important note: as is currently the case, weather will play a role in scheduling. This may result in:

- Shifting the schedule to earlier or later in the season
- An extra pickup in a given season

As a way to quantify the benefits of having an integrated, rationalized leaf and brush collection program across Princeton, the TTF discussed cost savings of the proposed new program as compared to the status quo. A discussion took place amongst the TTF regarding savings and service reduction. Mr. West (Borough Engineer) indicated that there would be no reduction in staff as they would be doing other tasks.

Mayor Goerner thanked Mr. Middlekauff for the work done on the leaf/brush collection. Mayor Goerner emphasized that the current borough program does not comply with state storm water regulations and one or two extra pick-ups could be added. This could be modified and presented to the Joint Governing Bodies. Ms. Butler presented the question as to how every two weeks is not in compliance. Mayor Goerner replied by saying that the residents do not follow the procedure. Mayor Moore's concern is frequency of pick-ups. Central Princeton needs density. The cost factor (does it translate to savings) and reasonable delivery of service should be recommended to the governing body, per Chairman Freda. Mr. Middlekauff said that this is more of a crew issue. Mr. West replied that if man hours freed up, the staff would work on other projects. Mr. Middlekauff said to get the word out and "educate" the residents. Chairman Freda agreed. Also, the township currently has a program. There will be one municipal webpage and the new governing body will address this matter. Mr. Middlekauff suggested that the Summer pick-up in Central Princeton should have pick-up scheduled every two weeks vs. the every four weeks proposal suggested earlier in the meeting. A motion was made by Ms. Butler that this matter go before the Joint Governing Body and have the Summer pick-up be amended from every four weeks to become every two weeks, but otherwise to recommend the proposed pick up schedule set forth above. Mr. Middlekauff seconded the motion. Vote: Township = 5 and Borough = 5. Motion passes.

3. *BCC, update on Advisory Planning Districts Discussions* – Subcommittee Chair Davis indicated that two meetings have been scheduled – September 20th and September 27th. Regarding the BCC Selection Process – Process Manager Clerk- Elect of new municipality – Linda McDermott to become Clerk Elect. The applications for the BCC Selection Process will be on line and will be placed on the website and sent to the local newspapers as well. A letter will be drafted and sent out to the BCC by September 30, 2012 and inform the BCC Chairs that their last official day will terminate on December 31, 2012. The application time table period to accept applications: commence on September 30, 2012 and final date to accept applications: November 6, 2012. The last three weeks in November will allow the clerk to organize the applications received. The applications will be shown to the TTF. The applicants will submit their BCC interest. There are terms of years associated with the positions. The township has a section to have the background information outlined. Members will be determined to be citizens and council and their terms will be staggered (range given to be 1-3 years).

Mr. Kearns stated that everyone would like a three year term; however, the decision lies with the Mayor. Mayor Goerner replied that there is an application on line for individuals to fill out. The word "optional" should be deleted from the application. Mayor Moore said that categories are listed and people should state what they are qualified to do. The mission should be summarized. State laws govern terms and Mr. Patteson will work out the details. Administrator Bruschi and Mr. Patteson will sit down with Linda put something together for everything to go onto one website. Mr. Patteson drafted the press release. Mayor Goerner would like for the letter to go out as soon as possible honoring the Commission members in November. The letter needs to be sent to the editor to apply to the BCCs'. The timetable" ten days to complete.

4. *Existing Ordinance Review, is there an update?* – Mr. Kearns spoke to the municipal attorneys and they will move forward with the ordinances to bring both the towns into the same language and be able to adopt by January 1, 2013. They are making good progress.

5. *Update on providing a seminar/retreat for new governing body members.* Mr. Bruschi stated that this is still on the radar for the 5th and is due within a week.

6. *Transition costs to date update?* - Chairman Freda stated that they will have the written document to present and also said that the total costs are more important and they are tracking costs to date. Vice Chairman Sillars said that they have a detailed report and there are two types of expenditures (legal, consulting, etc.) and the second category relates to expenditures triggered by consolidation (dispatch, radio, new 911 system, moving Corner House to Borough Hall, etc). Some of the costs are not of yet fully reported and will be released when the numbers are completed. Brief discussion took place regarding costs and transition costs amongst the TTF members. Ms. Berkhout asked if the savings are being tracked. Vice Chairman Sillars responded in the affirmative. Mayor Goerner said that the projected 2013 operation budget may have savings as well. DAC is watching the budget items, per Mr. McCarthy and separation is a transition item. However, the transition costs need to be defined, per Mayor Goerner.

7. *Have subcommittee chairs ask all their committee members about input on names for the tow town hall buildings after consolidation.* Chairman Freda is compiling a list and will give it to the Mayors.

8. *Joint governing body meeting date is 10/1. The TTF has a meeting scheduled for 10/3. At the end of tonight's meeting determine if there is a need for the 10/3 meeting.* The next Joint Meeting will commence on October 1, 2012. The deadline for review, per CGR is October 3, 2012. The TTF will not meet on October 3, 2012 and the next TTF scheduled meeting will be held on **October 17, 2012**.

9. *Subcommittee Reports (if needed)*

- a. Communications/Outreach –nothing further to report.
- b. Boards, Committees and Commissions Subcommittee – nothing further to report.
- c. Facilities and Other Assets – nothing further to report.
- d. IT – nothing further to report.
- e. Joint Finance Committee – nothing further to report.
- f. Personnel – Subcommittee Chair Berkhout said that they have not met. One personnel selection remains to be made. The Personnel Manual Draft is completed and is being reviewed. The Union issues have been reviewed.
- g. Public Safety – nothing further to report.
- h. Infrastructure & Operations – Subcommittee Chair Middlekauff indicated that the garbage bids are due October 2, 2012. There will be a meeting held thereafter and the bids and goals presented will be considered and submitted to the TTF at the October 17, 2012 meeting and then will be presented to the governing bodies.

Other Business – no other business was discussed by the TTF members.

Public Comments – Chairman Freda opened the meeting for public comment at 8:47 p.m. No one from the public came forward; therefore, Chairman Freda closed the Public Comments portion of the meeting at 8:48 p.m.

ADJOURNMENT

No other business came before the TTF; therefore, a motion was made to adjourn at 8:50 p.m. by Chairman Freda. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

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