

**Minutes for the Transition Task Force of Princeton**

**September 5, 2012**

**Commencing at 7:05 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.

**ROLL CALL**

**Present:** Chairman Freda, Vice-Chairman Sillars, Ms. Butler, (Borough Council) Ms. Berkhout, Mr. Patteson, Mr. Davis, Ms. Mather, and Mr. Levine (alternate)

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

**Absent:** Mayor Goerner, Mayor Moore, Mr. Middlekauff, Mr. Miller and Mr. McCarthy (DCA Representative)

**APPROVAL OF MINUTES**

*July 25, 2012* – A motion was made to approve the minutes of July 25, 2012, motion by Mr. Davis and seconded by Ms. Butler.

**AYES:** Township = 4 votes; Borough = 4 votes

**NAYS:** None

**ABSTENTIONS:** Mr. Miller

Motion carried and the July 25, 2012 minutes were approved as read.

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

## **DISCUSSION/DECISION ITEMS:**

### **Boards, Commissions and Committees (BCC) Recommendations – Mr. Davis stated that**

Joint Bicycle and Pedestrian Advisory Committee (Shared) -. the purpose is to make recommendations regarding development of sidewalks and bikeways. A request was made to rename this Committee to become the ‘Princeton Bicycle and Pedestrian Advisory Committee’. (PBAC) Current membership: Borough: 3 appointed by Mayor with consent of governing body; Township: 3 appointed by Mayor with consent of governing body and Schools: 1 non-voting representative. Recommended new membership: 6 citizens appointed by mayor with consent of Council plus one voting member from Traffic and Transportation Committee also named by mayor (and chair). Also one non-voting Liaison from Council and one non-voting Liaison from Schools. One non-voting Liaison from Engineering. By-laws to be written. Joint reports/recommendations with T&T Committee wherever possible for matters presented to Planning and Zoning Boards, and to the Municipality.

Traffic Safety Committee (T) - the purpose is to recommend correction of hazardous traffic and road conditions. Current membership: seven (7) members from the Township. A recommendation was made to disband this committee, and merge its mission and responsibility into the Public Works Committee for the new Municipality.

Traffic and Transportation Committee (B) – the purpose is to assist Borough Council in reviewing traffic and transportation issues which may arise in the Borough. Carry out other advisory, educational and informational functions as will promote traffic and transportation issues in the Borough. Current membership: Borough: 7. A recommendation was made to keep the membership at seven (7) for the new Municipality, each appointed by the mayor with consent of Council. At least one of the seven members to be voting member of PBAC, appointed by mayor (and chair).

Public Safety Committee (B) – the purpose is to act as an “Appropriate Authority” under N.J.S.A. 40A.14-118. The committee has the authority to adopt rules and regulations, to review operations of Borough Police Department and act as liaison between Chief and the Council. Also, delegates disciplinary matters to the Borough Administrator. Current membership: Borough: 4.: mayor, member of Council, 2 citizens. Recommendation: use Borough model for new Municipality.

Animal Control Advisory Committee (T)– Purpose is to provide advice related to animal control. Current membership: 2 citizens, Township legal staff member, Township Animal Control Officer, non-voting liaison from Committee. Discussion amongst TTF members took place (deer population, coyote and bears). Recommendation: same membership for new municipality , with at least one of the citizen members having experience in animal biology or control. Committee should be ordinance.

A motion was made to accept and incorporate the above noted changes regarding the Joint Bicycle and Pedestrian Advisory Committee; Traffic Safety Committee; Traffic and Transportation Committee; Public Safety Committee and Animal Control Advisory Committee by Mr. Pattenon and Mr. Miller seconded the motion. (Not clear what Jim Levine motion was) TTF Vote: Township = 5 votes; Borough = 4 votes – motion passes.

IT Recommendation...Payroll Management - Mr. Patteson reported that a comparison of the quotes from ADP and Prime Point had been made.

**Comparison of Vendor Proposals for Payroll Management**

Vendor	<u>ADP</u>	<u>Prime Point</u>
Current User	Borough	Township
Current Gross Costs	\$9,300	\$15,000
Current Net Costs (Township:net of Bank of Princeton \$15k subsidy)	\$9,300	\$0
Proposed Gross Costs - New Municipality	\$20,300	\$22,660
Proposed Net Costs (at current \$15k subsidy)	\$5,300	\$7,660

While Prime Point’s quote was slightly more expensive, the IT Subcommittee is recommending Prime Point based on its better customer service and ease of relationship. The subsidy from the Bank of Princeton the Township is using may or may not be repeated going forward. It will be renegotiated in 2013 A motion was made by Mr. Patteson to approve Prime Point which was seconded by Ms. Berkhout. TTF Vote: Township = 5 aye votes; Borough = 4aye votes – motion passes.

Existing Ordinance review, is there an update? - Mr. Kearns indicated that this is a continuing matter and the two municipal attorney’s offices are making progress on this. He received the report and forwarded it to Chairman Freda today; Freda will forward to the rest of the TTF tonight or tomorrow for review. Administrator Bruschi said that proposal will go before the governing bodies.

Update on providing for a “class” on the Boro form of government for incoming elected officials, also developing a set of guidelines for them to go by. Ms. Berkhout said that Rutgers Center for Government Service has relevant training for newly elected officials and for those in municipalities where charters have been changed, and she had provided that information to the administrators. Administrator Bruschi said that he has that information, and other options. Looking to provide this after the election but before January 1<sup>st</sup>.

Review of Subcommittee pending items submitted to CGR and/or list developed by CGR. Chairman Freda indicated that this information is not ready at this time, a mix-up by him on putting it on this agenda instead of for the next meeting.

Interim Financial Update – Subcommittee Chair Sillars said that to date the transition cost spent was \$400,000 and \$200,000 was spent on dispatch. Tax maps cost \$100,000 and \$100,000 was spent on legal fees and equipment.

Joint Governing Body Meeting Date – next meeting is scheduled for October 1, 2012.

### **SUBCOMMITTEE REPORTS (if needed)**

*Community Outreach* – After review and consolidation of the various suggestions regarding the town-wide consolidation celebration, the Community Outreach Subcommittee continues to move ahead with plans for an event to be held on the afternoon of December 31, 2012.

The Subcommittee will make the video presentation from the consolidation celebration available to be shown at the swearing-in ceremony if so desired. Additionally, the presentation to unveil the J. Seward Johnson art installation for the new municipal building can be moved to the swearing-in ceremony, instead of the consolidation celebration, if that would work with the event plans.

The Subcommittee continues to respond to invitations from community groups to meet.

The Subcommittee is compiling ideas about how to make the transition to consolidation easy and clear to residents. For example, all communication materials should have a consistent branded look, so that residents will immediately recognize Consolidation information.

*Boards, Committees and Commissions Subcommittee* – next two scheduled meetings: September 13<sup>th</sup> and September 27<sup>th</sup> and comments will be received from professional staff regarding the Advisory Planning Districts. A process will be recommended and procedure to carry forward will be outlined, per Subcommittee Chair Davis.

*Facilities and Other Assets* – made a suggestion for renaming the two buildings, Boro Hall and Township Hall, to Monument Building and Witherspoon Building. This is a pending item, looking for more suggestions. Chairman Freda indicated to he will ask all the subcommittee chairs to reach out to their members for additional suggestions. Also pending looking at Facilities regarding Public Works and Sewer and the five (5) year plan, which was endorsed by the TTF. This subject should be presented to the governing bodies by January 1, 2013. A long term plan is needed which at that time should be addressed by the governing bodies. Mr. Miller is currently drafting a report with respect to this subject matter.

*IT* – had nothing further to report at this time.

CGR draft report was brought up. The subcommittees have given everything which was completed and/or pending to CGR. This list is helping to drive the CGR draft report to be reviewed at the September 19, 2012 meeting.

*Joint Finance* – per Subcommittee Chair Sillars, currently looking at the items for review and comparing savings and was spent to date on consolidation. They are also looking at the operating budget for 2013, which is a long process. Question posed by Ms. Butler: transition costs vs. delayed maintenance cost – who is making the decisions? Answer: the State decides what to include and what is factored into the 20% reimbursement. This will be presented to the

governing bodies in the fall. Also, what is ready and available will be presented to the TTF at the September 19, 2012 meeting.

*Personnel* – Subcommittee Chair Berkhout said that there is not much new to report. Administrator Bruschi who gave them a progress update on personnel matters in a memorandum which was revised and reissued on September 5, 2012. The personnel selection process was completed with the exception of one (1) position which will be completed within a week.

*Public Safety* – Chairman Freda indicated that this committee has nothing further to report at this time.

*Infrastructure & Operations* – Subcommittee Chair Middlekauff was not present, therefore, an update will be presented at the September 19, 2012 meeting. Related to this, a pre-bid meeting on the trash collection contract was held recently and an update may be presented at the September 19<sup>th</sup> meeting.

*Other Business* – Ms. Mather ‘thanked’ the Administrators for their update memos handed out to TTF this evening (available on CGR website).

### **PUBLIC COMMENT**

Chairman Freda opened the meeting for Public Comment at 8:09 p.m.

John Clearwater said that he is in agreement with what Mr. Miller outlined regarding Public Works. However, regarding the first year, and the items need to be moved on and the long term needs to be done in a cost effective manner.

No other members from the public came forward; therefore, Chairman Freda closed the Public Comments portion of the meeting at 8:10 p.m.

**NEXT MEETING DATE:** September 19, 2012 commencing at 7:00 p.m. and the location is Borough Hall.

### **ADJOURNMENT**

No other business came before the TTF, therefore, a motion was made to adjourn at 8:15 p.m. by Ms. Mather and Ms. Berkhout seconded the motion. All TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary, TTF

/pp

