

Minutes for the Transition Task Force of Princeton

February 29, 2012

Commencing at 7:11 p.m.

Township Municipal Building – Committee Room, Princeton NJ

CALL TO ORDER

The meeting was called to order at 7:11 p.m., By Chair Freda with Ms. Phyllis Persicketti reading the Open Public Meetings Act Statement:

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, March xx, 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: Chair Freda, Vice-Chair Sillars, Mayor Goerner, Mayor Moore, Administrator Pascale (Township), Administrator Bruschi (Borough), Mr. Bernard Miller, Ms. Berkhout, Ms. Mather, Mr. Patteson, Mr. Middlekauff, Mr. Davis, Ms. Butler, (Borough Council), Mr. Levine (alternate) and Mr. McCarthy (DCA Representative).

Absent: None

APPROVAL OF THE FEBRUARY 8, 2012 MINUTES

Mr. Sillars said that on Page 4, he should be removed from the Personnel Subcommittee and Mr. Patterson should be added. Regarding the Joint Finance Committee, Mr. Sillars should be added as well Mr. Simon, who is the citizen representative. Ms. Mather said that under Community and Outreach the representatives are herself and Mayor Moore. A motion was made to approve the February 8, 2012 minutes with the noted changes to be incorporated by Mr. Davis and seconded by Mayor Goerner. Representatives from the Township – (*five* “AYES” votes –zero Nays) – Representatives from the Borough - (*five* “AYES” votes – zero Nays) - motion passes.

APPROVAL OF THE FEBRUARY 22, 2012 MINUTES

On page 5, under the section entitled ‘Public Safety Subcommittee’ Mr. Middlekauff should be removed and Mr. Miller should be added. Also, the Public Works subcommittee did not state the Scope of Work, which should added. On page 6, the subcommittee Boards, Committees and Commissions title should be changed to reflect such. The word ‘inventorial’ should reflect ‘inventory’, the word ‘board’ was listed twice and changed to ‘board subcommittee’.

‘Pace’ should be changed to reflect ‘place’. A motion was made to approve the February 22, 2012 minutes with the noted changes to be incorporated by Mr. Davis and seconded by Mayor Goerner. Representatives from the Township – (five “AYES” votes – zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes.

Department Head Presentation:

Court

Township	Borough
Judge: Bonnie Goldman	Judge: Bonnie Goldman
Court Function: issues warrants, sets bail, handles jail matters, DWI, parking violations	Court Function: issues warrants, sets bail, handles jail matters, DWI, parking violations
Court Administrator: Korin Slicker (phonetic) – responsible for daily functions of the court. Office follows state-wide policy and are a mirror of other agencies: Administrative Office of the Courts (AOC), other local departments, county prosecutor’s office, etc.	Court Administrator: Susan Shapiro – responsible for the daily functions of the court. Office follows state-wide policy and are a mirror of other agencies: Administrative Office of the Courts (AOC), other local departments, county prosecutor’s office, etc. Handles more case volume.
Staff: one court administrator and a part-time employee	Staff: five full time employees and three violations clerks
2011 Statistical Summary: Total Cases Filed in Princeton Township Municipal Court: 5,294	2011 Statistical Summary: Total Cases Filed in Princeton Borough Municipal Court: 39,048
Financial Data: Total Funds Collected: \$604,350.77	Total Funds Collected: \$2,003,727.20
Total Disbursed to Princeton Township: \$299,574,24	Total Disbursed to Princeton Borough: \$1,263,902.14
	Higher volume of cases: DVI, parking tickets, therefore, needs more staffing
Computer Equipment: all computer equipment is state-wide and is handled by the AOC and will be of no cost to the township. There will be new court codes in place. New forms will have to be generated.	Computer Equipment: all computer equipment is state-wide and is handled by the AOC and will be of no cost to the township. There will be new court codes in place. New forms will have to be generated.
Impact on becoming a single court system: None – unless there is a change in police dynamics	Impact on becoming a single court system: None – unless there is a change in police dynamics
Security: Yes	Security: No – judge has to use the public restroom

Recommendations of consolidation of two departments: any changes impact which occurs in their office would have to be approved by the Assignment Judge, who oversees what happens to the courts. When consolidation occurs, there will be one court administrator. In order not lose the second court administrator, Judge Goldman would like for the other staff member not chosen as the court administrator to be placed in the position of a deputy clerk.

Health

Dave Henry, Health Officer, for the Princeton Regional Health Commission, read their mission statement. They are under statutory mandates and must comply with the New Jersey Public Health Practice Standards. Staff: Five (5.5) employees and two part-time employees who work nine hours per week. Board consists of 10 members: five from township and one liaison and five from borough and one liaison. Priority is Consolidation. Both Administrator Pascale and Bruschi are Mr. Henry's supervisors. There are two Environmental Specialists working for the Health Commission in the borough and township. Mr. Henry explained the Registrar's functions. Staff also includes: Deputy and alternate Deputy Registrar of Vital Statistics and an Animal Control Officer. They will no longer be a health commission and they will transition into the Princeton Board of Health. They will lose one board member and one liaison with the consolidation.

Recreation

Ben Stentz, Executive Director of the Princeton Joint Recreation Department said that the range of people they see are from age 3 to 99 years of age. They have swimming, driving, basketball, etc. They have 7,000 plus in registration. The community park pool has averaged over 50,000 pass throughs for the summer. They are currently building a new pool which is 70 % complete and will open on May 26, 2012. They offer 40 different programs to the community. They hire over 240 seasonal employees annually. There are over 300 volunteers in programming/facilities annually. Their office has three arms: programming, facilities and full-time maintenance (5 employees). They added seven new programs in 2011. Mr. Stentz gave an outline of the different programming partners in the community. There are 15 sport partners in Princeton (fields – ex. little league, soccer, etc). They have several grants for a recreational facility. Currently, has a \$25,000 grant with RWJ (eating: concession, etc). They gave financial assistance to 150 families per year and do not turn anyone away. They spent over \$50,000 last year to help kids get what is important to them. Mr. Stentz gave a list of the seven parks which require attention every day and they utilize the five staff employees. The staff consists of 11 full-time employees, two secretaries and they have a part-time secretary over the summer. They have over 200 part-time employees (day camp staff, lifeguarding, etc). They cut over \$100,000 in the past 15 months due to consolidation.

Human Services

Cynthia Mendez, Executive Director of Human Department. She is a one person office and is responsible for the daily operations of the program and the maintenance of the Human Services Commission and is overseen by a commission consisting of 14. Mission: they address issues in the community relating to social impact and provide services and programming to citizens facing economic hardships and navigating cultural differences. Services provided: public assistance (primary service), currently have 45 open cases. Through a partnership with Bonner Foundation, they help community members apply for NJ SNAP (food stamps) and LIHEAP (utilities assistance). They help apply for unemployment, rental/utilities assistance, emergency housing, food and legal matters (helped over 240 clients in 2011). Have several programs to include the Summer Employment Program (7 week program and it is a 30 hour week) and a holiday drive. Consolidation Implications: The Human Services Commission was consolidated in 1998 by ordinance and is an office of one.

Princeton Senior Resource Center (PSRC)

Susan Hoskins is the Executive Director of PRSC which is a non-profit organization that provides services to all Princeton older adults, family caregivers and professionals through a Contract for Services. For organizational purposes, it is considered a joint municipal agency. Budget: \$488,100. Municipal contract is \$116,073 which is the part paid by municipality. An average of 1,000 people walk through their door weekly (Suzanne Patterson Center). Staff consists of three full-time employees and nine part-time employees. Showed the range of services offices provided. Princeton owns the Suzanne Patterson Center.

DECISION ITEMS:

1. Proposed Rules of Engagement for the TTF Attorney. (a) Update on using municipal legal resources:

Mr. Middlekauff said that page 2 of the agenda shows the Proposed Rules of Engagement for the TTF Attorney. Below are the rules for Mr. Kerns (TTF attorney) to follow because this would allow for not getting mixed messages or assignments and would also be cost effective.

In order to achieve efficient and effective use of the attorney for the Princeton Transition Task Force (TTF), the following rules of engagement shall apply:

Meetings of the TTF or Its Subcommittees: The Chair or Vice Chair of the TTF shall determine which meetings of the TTF or its subcommittees require attendance of the TTF attorney. Upon such determination, the Chair or Vice Chair shall notify the TTF attorney. If a subcommittee believes it would be appropriate for the TTF attorney to attend a subcommittee meeting, they shall notify the TTF Chair and Vice Chair of such request.

Research, Legal Analysis or Written Assignments for the TTF Attorney

1. When either the full TF or a TTF subcommittee wants to give an assignment to the TTF attorney involving research, legal analysis or the creation of written work product, they will discuss the proposed scope of the assignment with the Chair, Vice Chair and Legal Liaison. Brad Middlekauff will serve as the Legal Liaison.
2. Each of the Chair and the Vice Chair will have authority to sign off on the new assignment.
3. The Legal Liaison will then work with the TTF attorney to insure prompt completion of the assignment. Any work product of the TTF attorney will be reviewed by the Legal Liaison before distribution to be sure it is responsive to the TTF's or subcommittee's request. While the Legal Liaison may give feedback to the TTF attorney, the final work product will be the sole responsibility of the TTF attorney.

Mr. Kerns will attend the few first meetings of the TTF in case of questions. Thereafter, the agenda will be looked and decided upon if Mr. Kerns would be needed, per Chair Freda. If the municipal attorneys' opinion was needed, the TTF could reach out to them, per Administrator Pascale and Administrator Bruschi. Chair Freda stated that all communications with Mr. Kerns will go through Chair Freda and Vice-Chair Sillars.

DISCUSSION ITEMS:

1. Suggestion for Subcommittees. Invite the Consolidation Commission liaison to an early meeting to explain the why and how of their recommendation. Chair Freda said that some of the subcommittees have done this already.
2. Process related to subcommittees;
 - a. Subcommittees need to copy the two administrators, the attorney, the chair and vice-chair on all e-mails so we can stay coordinated and up to date.
 - b. Provide agendas, meeting dates to the two clerks and to CGR to help with proper noticing and posting on various forums. Changes to meeting dates are very important to get to the clerks and CGR in a timely manner.

Subcommittee reports:

- a. Personnel – (i) Recent meeting recap

The Personnel Subcommittee met prior to this evening's meeting and did not have a chance to provide a summary, per Subcommittee Chair Berkhout. One issue brought to their attention by DCA members (Marc Pfeiffer and Mr. McCarthy) is that legal counsel will have to look at the Consolidation Law because of the way the law reads. It states that the two existing governing bodies do not have the authority to make decisions regarding personnel changes. Changes which are recommended cannot take effect until January 1, 2013. Mr. Kerns will look into the matter. Chair Freda said that a number of appointments need to be addressed in the near future. People's livelihoods will depend on whether they have a job or not. Where there currently are two positions, there will only be one position. (ex. administrators, police, etc.). As a TTF, this needs to be looked at and recommended to the governing bodies that they make decisions sooner than later. People will start to look for jobs and eventually some will decide to leave. The town does not want all new professionals and want to keep many of the current people. Mr. Berkhout addressed what kind of support DCA and PERC can provide at this time. DCA said they are forming their own Task Force to deal with details. PERC will speak as relating to bargaining units and agreements, which expire sometime in 2013.

- b. Public Safety – (i) Recent meeting recap

Chair Freda indicated that Public Safety is meeting Friday morning. They have two new members they would like to suggest to the TTF: Dick Woodbridge and Robert Altman. They are looking to bring Kevin Wilks (past Police Commissioner of Borough) onto the subcommittee. Also, they will have liaisons from first aid, the fire department and Princeton University on their subcommittee, per Chair Freda. A motion was made to have Dick Woodbridge, Robert Altman and Kevin Wilks serve on the Public Safety subcommittee by Mr. Middlekauff and the motion was seconded by Mr. Sillars. Representatives from the Township – (*four* "AYES" votes – zero Nays) – Representatives from the Borough - (*five* "AYES" votes – zero Nays) - motion passes.

- c. Communications and Outreach – (i) Recent meeting recap

Ms. Mather said they met in the a.m. of February 29, 2012. There was one action item. The TTF is the main outreach to the public. Ms. Mather felt that the minutes were too long and wants them condensed and all subcommittees should post their minutes on CGR. They would

like to have a 'point' person for outreach and suggested Chair Freda. She would like to have a general public meeting soon. They would like to add William Zeruld to join Communications Outreach as a citizen. The motion was seconded by Ms. Berkhout. Should there be press questions, the designee (Mr. Freda) would ask and answer questions. Representatives from the Township – (four “AYES” votes – zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes.

With respect to the volume of the minutes, Mr. Davis said that prior to the publication and distribution of the minutes to the TTF, the Communications subcommittee look at them first.

Mayor Moore addressed the location of the future TTF meetings.

d. Public Works/PSOC/Recreations Maintenance – (i) new members (ii) Recent meeting recap

Mr. Middlekauff stated that they are meeting on Friday and have two new members. Members from the TTF met who are Chair Freda, Ms. Jo Butler and Mr. Middlekauff as well as the two Administrators, department heads and two liaisons from the Consolidation Committee. Presentations were given by various department heads. Discussion took place in closed session to add two new members. The Consolidation Commission liaisons will give a presentation on what their findings were and the logic behind the findings from the Consolidation Report relating to Public works/ PSOC/Recreations/ Maintenance. A motion was made to add citizen members John Clearwater and Joe Heiler to join this Subcommittee by Mr. Middlekauff and the motion was seconded by Mr. Levine. Representatives from the Township – (five “AYES” votes – zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes.

e. Joint Finance Committee – (i) new members (ii) Recent meeting recap

Vice-Chair Sillars said that they met last week and discussed the TTF budget which would be the professionals that the TTF needs. Discussed also was the process of consolidating the budget and identifying any pitfalls which may arise such as: what happens with the caps when moving into the consolidated budget. The borough and township CFO's need look at combining the budgets by getting them together. They will be introduced in March of 2012. Outstanding issues identified: open space (different tax rates between the township and borough) and the need for reassessment. Vice-Chair Sillars made a motion to have Zvi Eirif and Adrienne Kreipke join the Joint Finance Committee and Ms. Butler seconded the motion. Representatives from the Township – (five “AYES” votes – zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes.

f. Boards, Committees and Commissions Subcommittees

Mr. Davis indicated that there is a third member now on this subcommittee, TTF member Gary Patteson. Met briefly to establish meeting dates. Will review resumes of other citizens for participation on the subcommittee and have a report by the next TTF meeting.

g. Technology

Chair Freda said at the last meeting it was decided to appoint a subcommittee and would like to staff this subcommittee quickly.

h. Facilities and Other Assets

This committee was not created, but Mr. Davis volunteered to be on this committee.

Subcommittee members: Mr. Davis, Mr. Miller and Mr. Sillars. A motion was made to create the Facilities and Other Assets Subcommittee by Mr. Middlekauff and seconded by Mayor Moore. Representatives from the Township – (five “AYES” votes –zero Nays) – Representatives from the Borough - (five “AYES” votes – zero Nays) - motion passes.

Ms. Berkhout questioned Planning, Zoning and Affordable Housing Subcommittee and this needs to be done at some point. Chair Freda will discuss this further with the Public Works Subcommittee. Mayor Moore would like to have the Housing Authority give a presentation.

OTHER BUSINESS

Mr. Levine liked the presentations and was impressed, but a lot could have been given out via handouts. Chair Freda will speak to the administrators regarding this issue.

PUBLIC COMMENTS

The Public Comments portion opened at 9:55 p.m.

Kate Warren – said that she attended the Consolidation Commission meetings and the road map came up many times. The road map was not what was going to be the end result of consolidation.

Henry Singer - CGR was appointed and was a work product provided? Chair Freda said that the Professional Services Agreement was approved Monday night. When considering subcommittees, one should lay out all the possible subcommittees, even if you do not activate them. Comments were made earlier about requests for clarification when making decisions prior to January 1st. Mr. Singer said that January 1, 2013 is the go live date and a lot of decisions have to be made. He suggested a Project Management Subcommittee at the last meeting. Regards to Community Outreach, there should be a separate feedback to the subcommittee and then to the community as a whole.

Kate Warren - the new government would make all the personnel changes which was brought up by the Consolidation Commission.

No one else from the public came forward; therefore, a motion was made to close the Public Comments portion of the meeting on 10:05 p.m.

ADJOURNMENT

No other business came before the Transition Task Force, therefore, a motion was made to adjourn the meeting at 10:10 p.m. by Ms. Berkhout and the motion was seconded by Mr. Patteson. All Transition Task Force members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary

Transition Task Force