

Minutes for the Transition Task Force of Princeton

April 4, 2012

Commencing at 7:10 p.m.

Township Hall – Princeton, New Jersey

CALL TO ORDER

The meeting was called to order at 7:10 p.m., by Chair Freda with Ms. 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, 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: Chair Freda, Vice-Chair Sillars, Mayor Goerner, Mayor Moore, Administrator Bruschi (Borough), Administrator Kathy Monzo (Township), Mr. Bernard Miller, Ms. Butler, (Borough Council), Ms. Berkhout, Ms. Mather, Mr. Patteson, Mr. Davis, Mr. Levine (alternate) and Mr. McCarthy (DCA Representative)

Absent: Mr. Middlekauff

Also Present: Mr. Kearns (TTF Attorney) and Joe Sefko, of CGR

APPROVAL MINUTES FROM LAST MEETING

The March 28, 2012 minutes are in review and will be submitted for approval at the next TTF meeting.

Discussion Items:

Timeline proposed by CGR for Structure Decisions by Subcommittees – Mr. Sefko (CGR) said that he will send out an updated version of the Priority Tax Map; yet it can change on a daily basis.

Specific Updates:

(a) process of designating individuals in the key administrative positions. The timeline has been revised so that a process would be submitted to the governing bodies in April (previously scheduled for May). This has been revised so that the governing bodies would

implement the process by mid-May and is currently being discussed by the Personnel Subcommittee;

(b) Organizational structure and the potential for modifications to the Consolidation Commission's Plan. The tax map has organizational structure discussions under the Public Safety Committee (police) and under Public Works subcommittee and certain departments where organizational structure was to be discussed by the Personnel Subcommittee to include: Administration, Finance, Court, etc.). It was noted at the last TTF that those discussions subsequently parallel were built into the tax map with different deliverable (due) dates. These have also been revised. Therefore, the new deliverable date is May 15, 2012 (for a review of organizational structure).

Per the request of Mayor Moore, CGR will reference department(s) under organization structure for the Personnel Subcommittee where the departments are identified that the subcommittee is responsible for reviewing and they are not currently in the timeline; but Mr. Sefko will incorporate them, specifically, Affordable Housing.

Follow-Up Discussion on Separation Options – Subcommittee Chair Berkhout said that they will provide the full proposal to the TTF Committee at the next scheduled meeting. Mr. Patteson indicated that four different separation options were looked at: attrition, voluntary, involuntary and ERI in both the police and non-police. The focus has been primarily on non-police. All have been rejected with the exception of involuntary separation. Considerations: current policy or one, two or three months' pay or one week per year of local service or two weeks; however, has not been finalized as to how it would be offered. A component: an enhanced severance or a retention bonus. A number and recommendation will be presented at the next meeting. There was no number given in the Consolidation Commission for this expenditure. Heather Howard also attended the meeting and stated that she and Mayor Goerner would raise this issue at the next Finance meeting.

TTF Budget - Mr. Sillars stated that the comments being made are a follow-up as he sent the TTF members an e-mail on April 3rd for the last call for the items to include in the TTF budget for the amount of \$150,000. Mayor Moore raised two questions: consultant fees for police (not appeared on the budget) and legal fees to municipal attorneys who are working on Task Force items. Chair Freda remarked that the few items listed under police are transition costs as opposed to Task Force costs.

Mayor Moore would like clarification on the difference between what the joint sessions are approving (Committee and Council) as Task Force vs. Transition. Chair Freda said that each of the Administrators is watching what monies are being spent and are clearly identifying them as a Transition expense or a Task Force expense. Administrator Bruschi replied that they are all transition expenses. Part of this is your operating budget to do what you need to do to affect the transition plan and spend the money wisely. A place-holder was first set at \$50,000 and now is waiting for the TTF to put a whole budget together. Administrators' Bruschi and Monzo need to know what the numbers are to ensure they are provided in the operating budget this year. The other costs are those encumbered to actually effect the transition. Ms. Monzo indicated that some of the expenditures were listed in the TTF budget which has subsequently been moved out of there because they are more transition costs. They are working with two budgets and the TTF budgets within the transition cost budget and both will be tracked separately and updates will be

provided. Mr. Sillars has been working with the Finance subcommittee to try to get a final form for each of the budgets.

Legal costs will be coming out of the two municipal attorneys, per Mr. Sillars. If a TTF member requested one of the municipal attorneys to work on TTF matters, it should have been approved by the administrators. Thus far, no requests have been made nor have any approvals taken place.

Chair Freda indicated that a request has been made for the municipal attorneys to look comparing the ordinances between the two towns. This request was initiated by the TTF attorney (Mr. Kearns) and is more of a transition cost as opposed to a TTF cost.

The administrators agreed to create a list of all the to date transition costs to be broken down by transition vs. TTF costs by the next TTF meeting.

A motion was made by Mr. Sillars that the TTF make a recommendation of a budget to be \$149,050 as the TTF budget to the two municipalities and Mayor Goerner seconded the motion. TTF members of the Borough "AYES" vote = 4 and TTF members of the Township "AYES" vote = 5. Motion passes.

Joint Governing Body Meeting on April 10, 2012 – Chair Freda said that this meeting will take place and would like input as to what items the TTF would like on the agenda.

Recommendation for severance. KSS Phase I should be on the agenda for the borough to approve, if ready, per Mayor Moore. With respect to the contract, there has been some confusion whether the contract has been authorized or not. KSS initially responded to a request for proposals from the administrators. That request was approved by township committee and authorized the contract. When the contract was reviewed by the subcommittee who recognized that several items were missing from the contract, which led to negotiations with KSS and the added scope was brought into the contract at no increase in cost, per Mr. Miller. At this time, a motion was made by Mr. Miller to the TTF members recommend to the governing bodies that they approve the final version of the KSS proposal which was approved by the Facilities Subcommittee at their last meeting. The motion was seconded by Ms. Butler. (Ms. Butler would like to see the KSS final proposed contract and Mr. Miller will submit the KSS proposal to the TTF members as well place it in the governing bodies packets for the April 10, 2012 meeting. TTF members of the Borough "AYES" vote = 4 and TTF members of the Township "AYES" vote = 5. Motion passes.

Mayor Moore said that relating to the Cost Shared Services Agreement, is an item being presented and is this relating to personnel items. Ms. Monzo replied that there are some areas where cross-pollination is being started and both the borough and township have the same insurance, through the joint insurance fund; there was a recommendation to look at agreements between the two municipalities while they are doing this to ensure coverage. (Example: police start riding in cars together, township employee riding in a borough police car, would be covered).

Consolidation Commission Meeting Conflict on April 18th, move meeting TTF meeting to April 17, 2012 (Tuesday). Meeting conflict and the TTF agreed to move their meeting which will be held on April 17, 2012. Chair Freda would to know which Municipal Hall would be available.

The Township Hall is available, therefore, the meeting will be held on April 17th, commencing at 7:00 p.m. in Township Hall.

Need for the Governing Bodies to Make Key Position Appointments in Near Future, Any New Thoughts/Ideas? Chair Freda said that this matter will be discussed at the Joint Meeting.

Subcommittee Reports

Community Outreach – The subcommittee reviewed plans for joining Princeton Futures on May 5th. Scott Sillars as Vice Chair will fill in for Mark Freda. Each of the subcommittees will designate their spokesperson. Linda has developed four slides which include scope of work, members, progress so far and future plans. Subcommittee chairs are asked to edit and update this material with a deadline of April 25th. The Subcommittee has listed about 20 community groups and assigned someone to contact each to offer their (Community Outreach) services to present at one of their meetings. The Community Outreach Subcommittee is continuing to work on Talking Points. At this point, it appears that a fall community meeting is most feasible. The next meeting is planned for April 17, 2012 commencing at 8:30 a.m.

Mr. Sillars said that some graduate students at Woodrow Wilson School will be documenting the Consolidation Process. The first meeting was held on April 4, 2012 between Woodrow Wilson School and Mr. Sillars and Mr. Lahnston. The subcommittee chairs and/or designees should meet with these individuals and bring them up to speed. Mr. Lahnston said that the primary task was to pick up what has happened since the November 2011 vote. The purpose to document Princeton as a potential model for other communities and they will create and complete by the end of 2012. The graduate students were promised that it is a service and learning opportunity for them. Woodrow Wilson School will be doing an internship over the next few weeks so that they can communicate with the students over the summer.

Boards, Committees and Commissions Subcommittee - Mr. Davis said that they met on 03/28/12 and had a telephone conference with CGR relating to the timeline and advisory planning districts, which were addressed by scheduling. A template for the inventory was provided by Mr. Sefko. Another meeting is scheduled for April 5th commencing at 5:00 p.m. and the public is invited, per Mr. Davis. The committee established a due date for themselves of July 1st. Mr. Davis received information about the library.

Facilities and Other Assets – Mr. Miller said that the subcommittee recommended to the TTF the approval of the final version of the KSS contract on April 4th. The subcommittee's next meeting is scheduled for April 25, 2012.

IT – Mr. Patteson said that the committee met on 03/29/12 and are proceeding with their first timeline deadline of April 15th to have an inventory of their hardware/software report across the borough and are working to establish the operating expenses and well as the capital budget. A group is looking at the phone sets and a group is looking at who the vendor will help in the transition. A group is working on website and e-mail systems. Mr. Liverman has joined the group as a representative for the Township and Mr. Patteson would like for him to be approved to serve on the IT Subcommittee. A motion was made to approve Mr. Liverman and the motion was seconded. TTF members of the Borough "AYES" vote = 4 and TTF members of the Township "AYES" vote = 5. Motion passes.

Joint Finance Subcommittee – Mr. Sillars indicated that the committee has not met since their last TTF report. They are in process of posting the budgets up to CGR and not posted yet on the website for the Township. They will work on the Borough Budget next.

Personnel – Subcommittee Chair Berkhout stated that they had a meeting prior to the TTF meeting. Joe Stefko reiterated the May 15 date by which recommendations related to appointments in interim positions for “Day 1” should have been provided to the TTF (including separation options, process/criteria, and staff reorganization proposals). Other committees (public works and public safety) should also have their organization proposals in by then. Joe also explained that his term “interim” or acting indicates the person whom the current governing bodies select from redundant positions who will remain in place under the new government, but without obligate the new governing body. The intent is to designate someone to assume responsibility on “Day 1” – to empower the person to be able to make recommendations related to the transition.

After discussion of several severance options – ranging from current policy to one, two, or three additional months to two weeks per year of service, subcommittee members focused on the option of three months additional salary and benefits for employees who stay until the date that they are still needed by their municipality and who sign a release. It was suggested that some positions may not need to continue until December 31 and that these choices would vary by position. Gary Patteson will meet again with a subcommittee including Jim Levine, Bruce Topolosky, Kathy Monzo, and Sandy Webb and come back to the full committee with a goal of presenting a recommendation to the full TTF on April 17. The finance subcommittee (who is meeting on Thursday) will consider the possibility of a several cost ranging from \$ 200,000 to \$400,000. This is only for the non-police component, per Mr. Levine.

Shirley Meeker recommended that the TTF ask legal counsel (Bill Kearns) if shared services agreements would be required if during this transition year an administrator would be working across both municipalities to advance the transition, while continuing to manage the work in her or her area in both municipalities. Jim Levine, Thea Berkhout, Bruce Topolosky, and Alice Small will meet with Bob Bruschi and Kathy Monzo to review the proposed reorganization of departments.

Mayor Goerner said that in the Township, they have department head meetings frequently and elected officials attend a department head meeting and brief them as to what the TTF is doing. A target date of sometime in June is the goal.

Public Safety – Chair Freda indicated that this subcommittee will meet on April 5, 2012. They have not met since the last TTF meeting.

Public Works/etc., had a name change to reflect ‘Infrastructure & Operations’, they met last Friday. This subcommittee will be broken down into smaller groups to look at the structure what departments should be and also, to look at Facilities. They reviewed the timelines provided by Mr. Sefko and will meet those guidelines. Administrator Bruschi said that some of the other subcommittees mentioned are the Leaf & Brush, garbage collection. In addition, establishing an Outsourcing committee (no members have been appointed) and how to get communication out to the community will be established.

OTHER BUSINESS

Chair Freda said that DCA Representative, Mr. McCarthy sent two letters to the TTF. First letter dealt with the library and the second letter was sent from the State of New Jersey discussing a statewide task force on consolidation. Chair Freda said these letters will be posted on the website.

PUBLIC COMMENT

Kate Warren – had a question for Mr. Kearns in that she wanted to know what was being requested of the municipal attorneys. Mr. Kearns stated that they look at some of the ordinances which need to be changed. The municipal attorneys are looking at both the town and borough adopting the same ordinances and they flow over. Also, when do they anticipate the first update on transition costs? Chair Freda said that something will be made available soon and will be posted on the website. Ms. Warren stated that some of the public is also keeping track of the transition costs also. Ms. Warren asked when the state funds for transition costs? Mayor Goerner indicated that it is a percentage of the cost identified and they are allowed to make emergency appropriations for the transition costs identified and they can capitalize the costs over a five (5) year period. The State has agreed to pay for the first year cost of the equivalent of 20 percent.

ADJOURNMENT

No other business came before the TTF, therefore, a motion was made to adjourn at 8:355 p.m. and all TTF members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary

Transition Task Force