

PRINCETON
Office of the Administrator
Princeton, New Jersey 08542

Date: August 14, 2012

TO: Transition Task Force

FROM: Robert W. Bruschi Kathy Monzo
Borough Administrator Acting Township Administrator

SUBJECT: Progress update

Just a quick update as to the progress on some of the items staff has been working on as we continue moving forward with consolidation. Do NOT construe this as the only items. There are a plethora of other items and tasks that are being worked on daily. I've chosen these as they seem to be the most requested update items.

- Personnel
 - PPM—This project is being worked on by Borough and Township staff to re-write the two current documents and have a set of policies that can be adopted and be in place for 1-1-13. It is hoped that the DRAFT document will be provided to the two administrators in mid September
 - Salary & Wage Plan—Staff is working on the collection of data in which to have a new combined salary and wage plan. In addition a final policy will be developed on how to address any salaries for similar positions in the two communities where there is a significant discrepancy. This is for non contractual positions. Any positions covered by a bargaining unit will need to be addressed through the collective bargaining agreements. The goal for completion of this project is mid to late September.
 - Bargaining Agreements and Representation—little progress has been realized on the representation issues of the two blue collar contracts. Bob Clarke has been asked to follow-up with PERC to begin to have them intercede in getting this process finalized.
 - Job Descriptions—Staff from both communities are in the process of re-writing and standardizing both form/format as well as actual responsibilities of all positions. The goal for having this information is mid to late September
 - Severance update—Most of the separations have been verbally agreed to. Execution of documents is pending. The goal for completion of this process is ASAP
 - Other position recommendations/appointments—All of the positions for the non union and middle management positions is nearing completion. There are two areas where interviews must take place. Goal for completion is August 31st.

- Budget, finance and purchasing
 - All departments have been asked to submit their 2013 budgets. Kathy and Sandy will be working on putting this information together for the Finance sub-committee.
 - Vehicles replacement plan
 - Draft plan for police vehicles has been completed. This will include some painting of existing vehicles and a plan for the reduction of the over-all fleet by about 7 vehicles. The 7 vehicles are being evaluated to see if they could be repurposed for the remaining municipal fleet needs. Any remaining vehicles will be auctioned.
 - Public works vehicles and equipment will be the next group of vehicles to be reviewed.
 - Other items
 - PD uniforms are in the process of being ordered.
- IT
 - Phone system cutover-scheduled for October. Some work has already begun
 - Dispatch—receipt of proposals is currently being evaluated. Decision is to be made ASAP
- Facilities
 - KSS has met with almost all of the departments. They will have completed all of the meetings by the end of this week. A meeting is scheduled next week to see exactly how the space will be utilized to meet the current staffing needs. Preliminary information shows that most of the employee needs will be accommodated through shifting of furniture. There is a furniture inventory that is being completed now so a determination can be made as to repurposing existing furniture and then what needs to be ordered in which to accommodate the new arrangements. No surprise is that the Police and Clerk/Administration areas will need the most construction related work. Neither one of the physical modifications is unachievable in the short term. The goal for beginning the process of moving offices is Mid-September and completed by early November. This may or may not include the police. The goal is aggressive and is very much contingent upon each domino falling at the appropriate time. If one doesn't fall then the process will be delayed.
 - Corner House—Representatives from Corner House toured the office space in Borough hall and we are very optimistic that their needs can be met. While not a high priority we have in mind that they can move out of VRS within the same time frame as outlined above.
 - TV-30—Representatives from TV-30 toured the building and were shown what space could be made available. I'm awaiting what their space needs are, what their plan, something that could show their financial wherewithal to complete the work and finally a copy of their current lease.
- other