

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

**Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township**

**Minutes of the Regular Meeting**

**Wednesday, Oct. 27, 2010 7 pm**

**Municipal Complex, Conference Room A**

**400 Witherspoon Street, Princeton, NJ**

**1. Call to Order**

The meeting was called to order at 7:05 pm, with Ms. Shabnam Salih reading the Open Public Meetings Act Statement:

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.

On September 1, 2010 at 2:00 p.m., said notice was posted in the official bulletin board, transmitted to the Princeton Packet, the Trenton Times, the Town Topics, filed with the Township Clerk and posted on the Princeton Borough and Princeton Township websites.

**2. Roll Call**

**Present:** Golden, Haynes, Metro, Miller, Goerner, Lilienthal, Lahnston, Simon, Small, Goldfarb, McCarthy, Trotman, Pascale, Brushchi

**Absent:** None

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

Chairperson Lahnston briefly discusses an article in ALL Princeton on consolidation and will send article to Commission members at a later time.

The Full Consolidation Subcommittee has changed its name to the Municipal Consolidation Subcommittee.

Revisions to the minutes from 9.27.10 and 9.29.10 are made. Revisions on minutes are handed to Commission Secretary for further editing.

**Motion made by Haynes to approve minutes for 9.27.10.**

**Motion is seconded by Golden.**

**All votes in favor, Mayor Trotman abstains.**

**Motion is approved.**

**Motion made by Golden to approve minutes for 9.29.10.**

**Motion is seconded by Simon.**

**All votes in favor, Mayor Trotman abstains.**

**Motion is approved.**

**3. Prepare Final Agenda and Details for Public Meeting on October 28 (with CGR)**

Chairperson Lahnston discusses the purpose of the following nights meeting. He outlines the purpose as providing feedback on all that the Commission does and introducing Joe Stefko, introducing the website, and to hear questions and comments from the public about consolidation.

Mayor Miller suggests to Stefko that he show the public the interactive parts of the website. Stefko fully intends to do this.

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

Small suggests that the Chairperson mention to the public that the selection of the consultant was a competitive selection process.

Mayor Miller suggests that the public is encouraged to be engaged and ask questions.

Simon asks if subcommittees should be introduced.

Chairperson Lahnston explains that chairs of subcommittees will introduce themselves at the meeting. Lahnston then explains that Stefko will explain the project methodology via the PowerPoint presentation. Lahnston then reviews the agenda for 10.28.10 and reiterates that the end time will be strictly at 9pm.

Stefko previews the presentation for the 10.28.10 meeting for the Commission for their information and suggestions.

Chairperson Lahnston suggests that it is conveyed to the public that there is the possibility of more than three meetings.

Goerner suggests stating that there are three key meetings.

Simon recommends adding the Community Outreach Subcommittee to the public engagement slide.

Goldfarb suggests setting a time limit for each public comment. He also asks if the Commission should limit comments on the process vs. the consolidation issue.

Mayor Miller suggests that the public is told to clearly identify themselves and their place of residence before making the comment for the purpose of records and minutes.

Chairperson Lahnston sets the ground rules for the public meeting the following night:

3 minute time limit per speaker

Identify by name and municipality

Do not repeat other's comments for the sake of emphasis

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

Focus comments/ questions on the process

The Commission then enters discussion on whether comments should be on process and/ consolidation.

Lilienthal explains that it would be helpful to hear the concerns of the public

Chairperson Lahnston states that the focus should be on the process and approach and that the concerns of the public will come through those comments.

Simon explains it will be important to hear people's priorities.

Goerner says that people's concerns will change once the baseline review is released.

Mayor Trotman agrees with Goerner and explains that it will be advantageous to say the Commission is here to discuss the process, as to prevent people from focusing on consolidation vs non-consolidation.

Small states that the focus should be on addressing the concerns of the public.

Stefko suggests that it is explained to the public that the Commission does not have answers at this time and that they are in the beginning of the process.

Mayor Miller suggests the Chairperson make it clear to the public the difference in this study versus the studies in the past.

Chairperson Lahnston agrees with Mayor Miller to establish the difference in this study than years prior and that the focus will be on process and approach and hearing concerns.

#### **4. Budget Review**

Pascale explains that governing bodies have provided the necessary funds.

#### **5. Update from CGR on Interviews and Work with Subcommittees**

CGR has a PowerPoint presentation outlining the information for their update to the Commission. Stefko explains that they are in the process of establishing the data

*October 27, 2010*

baseline, that they have had 27 department head meetings and that they have held other interviews throughout the past several weeks. At the beginning of the next week, Stefko will give Pascale and Bruschi a data update. He explains the goal is to provide a minimum skeletal version of the baseline report at the next Commission meeting in November.

Stefko explains that they are already lining up the township and borough budgets.

## **6. Update from Each Subcommittee Chair (Brief Report)**

The Commission has a short discussion on the role of subcommittees in the process.

Further, Stefko explains that the role of subcommittees is very important and that the goal is for the subcommittees to become subject matter experts. The role of subcommittees will grow throughout the Commission process.

Goerner explains that the finance subcommittee will be meeting soon that that CGR is involved and going to be doing the baseline review.

Chairperson Lahnston explains that the subcommittees will be bringing recommendations to the Commission.

Chairperson Lahnston continues to check on the status of the other subcommittees. Mayor Miller, Chair of the Municipal Consolidation Subcommittee, explains that their subcommittee has minutes available and that they would like to meet with CGR.

The Police Subcommittee does not have an update at the moment, and they will not meet until after the 10.28.10 meeting.

The Finance Subcommittee will meet early to mid November and invites Eugene McCarthy, DCA representative and CGR to their meeting.

McCarthy explains that he has done preliminary numbers and will not overlap the work done by CGR but share information with Stefko.

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

The Public Works Subcommittee states that Stefko essentially explained their update.

Golden, Chair of Community Engagement Subcommittee states that their group worked on getting the 10.28.10 special meeting noticed, advertised and they had a conference call meeting.

Chairperson Lahnston suggests the calendaring of different subcommittee meetings. Goldfarb suggests putting it on the CGR website. The Chairperson states that the Chairs of each subcommittee let Stefko know of future meeting and Simon suggests the posting of subcommittee minutes on the CGR site.

Goerner expresses concern about future subcommittee meetings.

Simon suggests letting people know which subcommittee meetings will be open or closed.

Mayor Trotman explains that the public can witness, but not always be able to comment for the sake of efficiency at these meetings.

Pascale reminds the Commission that Police and Public Works Subcommittee meetings must be closed due to the private nature of structure and personnel topics.

Goerner reminds the Commission that if there is ever a quorum present at the subcommittee meetings then it must be publicly noticed.

Pascale explains adequate notice is 48 hours in advance and notification to newspapers.

## **7. Comments from the Audience**

None at this time.

## **8. Commission Workshop- Set up by Pat Simon (Led by CGR)**

CGR passes out Commission Questionnaire Summary of Key Themes. Stefko leads discussion of this summary worksheet and then Commission enters discussion on the previously explained.

Chairperson Lahnston asks to what extent was the summary based on the opinions of Commissions members or if it was a representation of the communities' concerns.

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and Princeton Township*

*October 27, 2010*

Goerner states that even if he disagreed, he conveyed the concerns of the public. Simon agrees.

Chairperson Lahnston suggests entering a Round Table at this time to hear all Commission members opinions.

Simon explains that the two-government structure exacerbates problems between the two communities.

Goerner states it is important to add the governance aspect to the Questionnaire summary list.

Mayor Trotman explains that 90-95% of opinions in the summary reflect the public's feelings.

Chairperson Lahnston states that clearly Commission members are very sensitive to community issues.

Commission members agree on making this summary list a working document and referring to it throughout the process and that each subcommittee should go through relevant issues.

Stefko handles housekeeping issues at this time including how to handle site feedback. Chairperson Lahnston suggests holding off that decision to the Nov. 17<sup>th</sup> meeting.

**9. Adjournment**

Request for adjournment.

Mayor Miller makes the motion to adjourn.

Golden seconds.

All in favor.

Adjourned 9:21 pm.

**Respectfully Submitted,**

**Shabnam Salih, Study Commission Secretary**

*Joint Consolidation/ Shared Services Study Commission of Princeton Borough and  
Princeton Township*

*October 27, 2010*

Approved: November 17, 2010