

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

November 17, 2010

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

Minutes of the Regular Meeting

Wednesday, Nov 17, 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 October 8, 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

Absent: None

3. Review and Approve Minutes from 10/27/10 and 10/28/10

November 17, 2010

Golden makes motion to approve minutes from 10/27/10

Small seconds the motion

All votes in favor with one abstention by Lilienthal

Motion passes

Chairperson Lahnston requests that 10/28/10 minutes be finalized by end of Friday on 11/19/10 by the Secretary.

Haynes makes motion to approve minutes subject to additional revisions.

Golden seconds the motion

All vote in favor

4. Discussion of Public Meeting at Witherspoon School- Review of Key Learnings

Lahnston asked if there were any key learnings that members of the commission gained from the public meeting.

Lillienthal explains that comments were consistent with what Commission had discussed and thought.

Mayor Miller explains that more public engagement is needed to gain a higher turnout at public meetings.

Chairperson Lahnston requested of Golden that the Community Engagement Subcommittee continues their talks on how to more actively engage the communities.

Small states that the Commission must engage younger community members.

Goldfarb states that the people at the public meeting were those with strongly held opinions.

Chairperson Lahnston shares that a new issue he learned at the public meeting was the zoning problem between the two communities.

Haynes comments on audio problem with videotape on CGR's website and refers to Stefko, who will look into the matter.

November 17, 2010

Mayor Miller suggests the Commission take the initiative for videotaping future public meetings.

Metro discusses the views on consolidation that Township and Borough residents have. He explains that the Commission needs to make it clear that consolidation would mean something entirely new and not a mirrored image of either the Township or the Borough.

Stefko shares that as of Oct. 31, 2010, the CGR Princeton site had 996 hits.

5. Report from CGR on Baseline Data Gathering: Next Steps

Chairperson Lahnston refers to Stefko to present information to the Commission at this time.

Stefko begins outlining of Baseline Report and fields questions from Commission members on structure, clarity and data, and the organization of the data. Stefko's goal is to acclimate the Commission to the format of the document.

Stefko explains key purpose of the document as to clinically present key measures of all services, how resources are allocated, how finances look, the staffing numbers and to show differences to the extent that there are differences between the communities. The report serves as a foundational understanding for the work ahead.

In the surplus replenishment section, Goerner suggests categories be teased out for equal comparisons.

Pascale suggests table entitled "Common Elements..." be clarified to state "Spending Commonalities..."

Looking at the common expenditures table, Simon asks if there will be a unique expenditures table also. Stefko answers yes.

McCarthy suggests putting the "uniques" table closer to front of report.

Pascale suggests adding construction department in revenues dedicated table.

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

November 17, 2010

Small asks if University students are included in Borough population and Goldfarb answers yes.

Goldfarb is concerned with double accounting because of how joint services are budgeted in Township and Borough budgets. Stefko answers that they will work on this and make sure there is not a double count.

McCarthy explains that he is awaiting the newest debt numbers and then will relay the information accordingly.

Commission discusses how shared services table should be finalized and makes suggestions to Stefko. He explains page 20 of report in more detail and the four different service categories.

Lilienthal suggests using more public friendly terms throughout report.

Some basic formatting suggestions are made to help the visual clarity of the report.

Commission and CGR discuss competing goals of simplifying tables and charts for easy viewer access or intricate detail for Commission's needs.

Metro suggests categories for police/ emergency dispatch calls for extra clarity.

Chairperson Lahnston explains that the Borough/ Township relationship with NJDOT should be discussed in report.

Lilienthal suggests looking at service expenses specific to the Business District.

Chairperson Lahnston asks what subcommittee will handle the affordable housing issue. It is agreed that the Municipal Consolidation Subcommittee will discuss that issue.

What's Next:

Chairperson Lahnston suggests any additional comments or revisions to the report be sent

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

November 17, 2010

to CGR by end of business on Monday, November 22. The Chairperson sets schedule for the next iteration of the draft report from CGR by December 1. Commission comments to be sent to CGR by December 17 in part because there is a Finance sub committee meeting on December 16. A final draft will be prepared by CGE for review in the commission meeting on Dec. 22nd.

Goldfarb discusses his concerns about the tables in the report and how the financial numbers are being reported. Goerner suggests Goldfarb present these concerns at the Finance subcommittee meetings.

There is additional discussion as to whether the revision and final draft schedule are reasonable and unless the Commission would like to see it changed, CGR will follow the schedule. The commission agreed to stay with the current schedule.

Stefko clarifies that double counted numbers in tables will be fixed for the revised report.

Lahnston reviewed the pending schedule. The Finance Subcommittee will be meeting on 12/16 and the final draft will be completed for 12/22. Stefko will be present at the 12/16 Finance Subcommittee meeting. The date for all feedback to CGR will be moved back to 12/17 instead of 12/15.

McCarthy adds that health insurance and causality insurance should be included in report as well.

6. Comments from the Audience

One member of the public asks if PowerPoints can be emailed to him. For PowerPoints that were made public (10.28 public meeting), the Secretary will send to him.

7. Report from Each Subcommittee Chair

November 17, 2010

a Establish a calendar for subcommittee meetings

Mayor Miller: Municipal Consolidation Subcommittee will meet after next full meeting.

Goerner: Finance subcommittee met last Friday, reviewed preliminary data from DCA including 2011 preliminary data, impact of service zones, and how to equalize shared services study. Next meeting will be 12/16

Metro: Police Subcommittee met on Nov. 5th. Focus was on governance, technology and stakeholders. Additionally, discussed police service issues related to community issues and community feelings about consolidation. Next meetings are Dec. 20th and Jan 24th.

Haynes: Public works Subcommittee will meet Nov 22nd.

Golden: Public Engagement Subcommittee met Nov. 11th to come up with charter for group, identifying various concerns, ensuring concerns of public are addresses and gaining more involvement from community residents.

It is suggested that the Public Engagement Subcommittee reach out to the Merchant's Association and senior citizens also.

Chairperson Lahnston suggests contacting Kristen Appleget and the Princeton Survey Research Center to possibly get a sample of resident's feelings and opinions on the issues of concern regarding consolidation.

Simon suggests the use of a neutral party for a survey rather than the University.

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

November 17, 2010

Goerner explains neutrality may not be an issue depending on the questions asked in the survey.

Goldfarb suggests the Public Engagement Subcommittee reach out to local newspapers to generate more publicity for future meetings.

Stefko will send emails on site to Chairperson Lahnston and Haynes and Golden.

Chairperson Lahnston asks that each Subcommittee Chair create a calendar for their meetings.

8. Adjournment

Simon makes motion to adjourn

Golden seconds the motion

All votes in favor

Meeting adjourned at 9:45 pm

Respectfully Submitted,

Shabnam Salih, Study Commission Secretary

Approved: December 22 , 2010