

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

August 11, 2010

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

Minutes of the Regular Meeting

Wednesday, Aug. 11, 2010 7pm

Municipal Complex, Conference Room A

400 Witherspoon Street, Princeton, NJ

1 Call to Order

The meeting was called to order at 7 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 July 30, 2010 at 10:00 a.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, Goerner, Lahnston, Simon, Small, Goldfarb, Trotman, McCarthy, Pascale, Brushchi

Also Present by Phone: Lilienthal

Absent: Miller

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

August 11, 2010

3 Commission Appointment: Chairperson

A motion is made to appoint Anton Lahnston as Chairperson of Commission. This motion is seconded.

Roll Call Unanimous Aye

Lahnston is appointed as Chairperson

4 Commission Appointment: Deputy Chairperson

Chairperson is to appoint the Deputy Chairperson and asks for nominations.

Valerie Haynes is nominated.

Roll Call Unanimous Aye

Haynes is appointed as Deputy Chairperson

5 Commission Appointment: Secretary

This position is deemed unnecessary by consensus.

6 Meeting Dates

Pascale makes motion to adopt the schedule.

There is discussion on the dates planned for meetings. There are no problems or concerns with the dates.

There is a note to make that in November, the meeting date is the 3rd Wednesday in the month.

There is a motion made and seconded to approve final meeting dates.

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

August 11, 2010

Roll Call Unanimous Aye

August 25, 2010

September 22, 2010

October 27, 2010

November 17, 2010

(* Note Nov. 17th is the 3rd Wed. of the Month)

December 22, 2010

January 26, 2011

February 23, 2011

March 23, 2011

April 27, 2011

May 25, 2011

June 22, 2011

7 Rules of Conduct

There is discussion regarding Roberts Rules of Order.

Goldfarb begins discussion as to whether all official action should be approved by a majority of the membership present. Also suggested is that recommendations should be made by a majority of members of each township or borough.

Roll Call Unanimous Ayes support that Commission will need three (3) members from each community present for purposes of having a meeting quorum.

There was consensus that voting on every action will require a majority of each community's members present to vote affirmatively before any measures are considered effective.

Chairperson Lahnston moves onto setting three meeting rules he would like to see followed under his guidance:

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

August 11, 2010

1 Maintaining the style of the Commission as a conversation and for the members to focus on not getting stuck on certain issues, while adopting a willingness to “letting go” and “moving on”

2 Hearing suggestions and comments of fellow Commission members fully and before listening with a set mind

3 Chairperson asking for permission of Commission to have right to intercede and be able to move things along

Several members express support of giving the Chairperson this right to move the agenda forward

There is consensus that this permission will be granted to the Chairperson and Chairperson makes clear that this point may be revisited at any point for suggested revisions at a later point.

8 Discussion: Consultant RFP

The group moves into revising and editing the Consultant RFP. All members are given two different versions of the RFP: one copy is the RFP draft from the RFP subcommittee and the other copy is the subcommittee draft with suggested revisions from Goerner.

Ms. Shabnam Salih completes all edits on the RFP, as discussed and finalized by the Commission, live on the laptop during the meeting.

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

August 11, 2010

Additional areas for revision on RFP that were not finalized during the meeting will be completed by Pascale and Brushchi.

Finally, there is agreement that the RFP will be finalized by the RFP sub-committee and sent out to prospective consultants with a copy to all Commission members.

Suggestion is made to move as rapidly as possible to finalize RFP as to elicit the timeliest responses from potential consultants.

Mayor Trotman moves to delegate the finalization of the RFP, if it is completed within the next 8 days. This motion is seconded.

Roll Call Unanimous Aye

9 Budget

There is beginning discussion as to the available monies for this project and the gathering of more funds. There is about \$38, 000 from the State and some municipal money; however, these amounts are deemed insufficient for the entirety of the consultant's work. Commission members talk about communicating the budget clearly to consultants. Pascale will continue to work on the budget issue. Members discuss that the budget may possibly be left undecided at this time.

August 11, 2010

10 Whether to Utilize Subcommittees

Commission members decide that this topic will be held for discussion at the next meeting, August 25th.

There will possibly be subcommittees for public works and the police departments.

11 Open Public Session

There are no comments from the public shared at this time.

12 Other Business

There is discussion about the possible consideration of a consultant evaluation subcommittee.

The Chairperson requests investigation into whether Commission has access to an online location for storage and easy access to certain documents. This will also be put on the agenda for the next meeting on August 25, 2010.

13 Adjournment

Motion is made to adjourn and motion is seconded.

Roll Call Unanimous Aye

Meeting is adjourned at 10:37 pm.

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

August 11, 2010

Respectfully Submitted,

Shabnam Salih, Study Commission Secretary

Approved: August 25, 2010