

## Transition Task Force Finance Subcommittee Meeting Minutes Thursday, April 19, 2012

### Present:

Chad Goerner  
Adrienne Kreipke  
Liz Lempert  
Roger Martindell  
Patrick Simon  
Scott Sillars  
Kathy Monzo (Township CFO/Acting Business Administrator)  
Sandy Webb (Borough CFO)  
Eugene McCarthy (NJ Dept of Community Affairs)  
Daniel Sanchez (Woodrow Wilson School Intern to Subcommittee)

### Absent:

Jenny Crumiller  
Heather Howard

Meeting was called to order at 8:30am.

Daniel Sanchez was introduced. Daniel is one of four Woodrow Wilson School interns who are documenting the consolidation process in Princeton. He will be participating for the next month until the end of the spring semester, and intends to keep tabs via the CGR website through the summer.

### Meeting Agenda Items:

- (1) Minutes from April 5 were approved.
- (2) Scott Sillars updated the Subcommittee on Task Force developments
  - a. Personnel Subcommittee recommendation on separation options (for all except uniformed Police) was presented. Their recommendation is to honor current severance policy plus an additional payout of 8-16 weeks of salary, depending on length of service. The estimated cost is \$289k-\$659k, which includes cost for both current policy and the 8-16 week bonus. **This cost was not previously included in the Consolidation Commission's estimate of transition costs.**
  - b. IT Subcommittee has recommended that vendor to join two municipal phone systems be contracted with immediately. Mitel has submitted proposal to extend the current Township phone system to the Borough for ~\$50k (significantly less than the Consolidation Commission estimate of \$80k). It will take six months to do the work and is estimated to yield \$18k/yr in savings. This savings was not previously counted as part of the overall \$3.1m annual savings from consolidation.

- (3) Update on Municipal Budgets – adoption has been postponed
  - a. Borough will propose amendments on 5/1 and plans to adopt 5/8
  - b. Township will propose amendments on 5/7 and plans to adopt 5/21
- (4) Status of Budgets transmitted to CGR
  - a. CGR's initial side-by-side presentation of the two budgets (distributed by email 4/17) was briefly discussed.
  - b. Additional alignment /reconciliation of the budgets still needs to be done. It was agreed that the budget review working group of the subcommittee (Sillars, Simon, Martindell, Kreipke, CFOs) take this on, and a working group meeting was scheduled for April 24, 8am.
  - c. Some discussion ensued regarding what the State would use as the budget spending cap in the consolidated municipality. This will be determined with DCA.
- (5) Transition Cost Projection/Tracking
  - a. It was agreed that a transition cost projection should be drafted to use in meeting with DCA to discuss State reimbursement of costs (to be scheduled) and also to submit to two municipal bodies for establishing appropriations for paying for the transition costs.
  - b. CFOs will report on actual costs of transition as they come in. They plan to share update at next meeting.
- (6) Followup List of Other Items Subcommittee is keeping tabs on:
  - a. Open space tax: no developments
  - b. Debt consolidation: municipal bond issues have been resolved; resolution of EIT question still needs to be obtained in writing from bond counsel (Webb to followup with McManimon).
  - c. Property Tax Reassessment/Compliance Plan: conference call to discuss options planned for 4/19 (Township and Boro Commission members; Mercer Co Tax Administrator; DCA; State Div of Taxation)
  - d. Garbage Collection: no developments
  - e. Sewer rate harmonization: no developments