

Minutes for the Transition Task Force of Princeton

March 21, 2012

Commencing at 7:05 p.m.

Borough Hall – Princeton, New Jersey

CALL TO ORDER

The meeting was called to order at 7:05 p.m., By Chair Freda with Chair Freda reading the Open Public Meetings Act Statement:

READ OPMA ANNOUNCEMENT

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, February 2, 2012. Said Notice was posted in the official bulletin board transmitted to the Princeton Packet, Trenton Times, and Town Topics and filed with the Township Clerks.

ROLL CALL

Present: Chair Freda, Vice-Chair Sillars, Mayor Moore, Administrator Bruschi (Borough), Kathy Monzo (Township), Mr. Bernard Miller, Ms. Butler, (Borough Council), Ms. Berkhout, Mr. Middlekauff, Ms. Mather, Mr. Patteson, Mr. Davis, Mr. Levine and Mr. McCarthy (DCA Representative)

APPROVAL MINUTES FROM LAST MEETING

The minutes from the March 17, 2012 meeting were approved, moved by Patteson, seconded by Butler Twp, 4-0; Boro 4-0

Department Head Presentation:

- Corner House

Speaker: Gary DeBlasio, MS, CEAP, Executive Director

Mission: Corner House promotes the health & well-being of Princeton's area young people and their families, as they confront substance abuse and other emotional issues. An overview was given of their operations as well as a Table of Organization was provided. The township and borough contribute 21% to equal approximately \$200,000 of Corner House's budget. Over 78% of the Corner House funding comes from non-municipal resources each year. There are approximately 250 students participating in their prevention programs each week and 3,500 clinical visits per year. They have been a jointly funded department since 1972 and all of their staff are township employees; but they are joint agency of the Township and Borough. They

have eliminated 4.5 positions over a decade and any new positions were added were fully grant funded to include fringe benefits.

☐ Public Works

Speakers: Wayne Carr, CPWM – Director of Public Works/Parking Operations and Donald Hansen, CPWM – Superintendent of Public Works (Township of Princeton)

Staffing current in the township is 20 employees. The borough including parking operations has a total of 21 public works employees and 16 parking employees and of the 16, ten (10) are part-time employees. Regarding staffing: township has eliminated two full time positions; the borough currently has two full-time maintenance positions vacant. Public Works for the Township is housed on Valley Road and John Street. Public Works for the Borough is housed on Harrison Street. Recommendations: look at two union contracts and incorporate them into one; housing of two departments needs to be addressed; cold storage for vehicles; cross-train employees; evaluate existing programs between two communities such as: leaves and brush and explore the 5 year plan of activities on DPW activities.

Both Mr. Carr and Mr. Hansen recognized their employees who were present at the meeting.

☐ SOC

Speaker: Bob Hough, Manager and Engineer for the Princeton Sewer Operating Committee (PSOC).

They are a joint agency administered by the Borough of Princeton and were formed in 1932. Today, the PSOC consists of the Borough and Township. The committee consists of two members from the each from the Borough and the Township, a representative from the governing body and a citizen. Main function: manage the wastewater collection systems operation and manage the solid waste disposal operations at River Road. Staff: 11 total positions and over the years had a 30% reduction in staff. They maintain 125 miles of sanitary sewer pipe and nine pump stations. They have a Rehabilitation Program for the Borough and Township and are working to reduce the overall Princeton flow to the treatment plant. There are three mechanisms of finance: (a) the Environmental Infrastructure Financing Program, (2) Borough and Township Capital Program and (3) Assessments. Shared Inspection Services was an item which was recommended by the Consolidation/Shared Services Study Commission and they have already begun this process by inspecting with Borough staff.

☐ Recreation Maintenance

Mr. Stentz said that he gave a full presentation two weeks ago on the Recreation Department that include this function and the discussion about recreation/maintenance, parks and open space is ongoing at the subcommittee level.

☐ Engineering

Speakers: Jack West (Borough Engineer) and Bob Keiser (Township Engineer)

The organizational chart of the Township and Borough were presented. Mr. Kaiser said that Public Works reports to the Township Engineering Department. They work closely with the

Zoning Officer, Historic Preservation Officer and Land Use in connection with development approvals. Mr. West said that in the Borough, the Engineering Department consists of seven (7) employees. The Zoning Officer, Historic Preservation, Affordable Housing, Construction and Public Works all report to the Engineering Department. Zoning and Public Works also provide administrative support. Both engineering departments design, manage and inspect municipal improvements. Responsibilities were outlined.

Development projects are a big part of their program. Both Engineering departments are involved in various boards and committees via participants or on an advisory capacity. They also coordinate with the various departments. Both Engineering Departments' Projects and Personnel have been recognized and honored by several organizations throughout the years. They are working on a Shared Agreement for the maintenance of vehicles (Borough – will do all police and the Township will do larger vehicles). They started the inspection services for the SOC. The integration of the GIS system between the two towns has begun. Any vacancies will remain open. A Post-Consolidation Staffing slide was shown. Mr. Keiser thanked the Engineering staff for attending the meeting from both communities and giving their support.

Discussion Items:

1. Subcommittee Reports

Chair Freda stated that a TTF meeting was held on Saturday, March 17, 2012. There is no need to give the same report, just add new items.

Community Outreach:

Subcommittee Chair Mather said that she would like to make the minutes more accessible and would like for the subcommittees to highlight what they would like the secretary to capture. She will speak to the Princeton Merchants Association next Tuesday. Community Outreach has been invited to share the agenda for Princeton Futures on May 5, 2012. There could be several TTF subcommittee members attending and they need prep time to prepare the agenda. Ms. Mather would like TTF input as to whether they should pursue or is it too soon. Chair Freda replied by stating that the subcommittee chairs should poll their members to see if a representative from each subcommittee could attend and get back to Ms. Mather within a week. There would be an organized public meeting at the end of May or beginning of June, per Ms. Mather.

Boards, Committees and Commission Subcommittee

Subcommittee Chair Davis said that they reported on Saturday and there is no additional reporting at this time. Their next meeting is scheduled for March 22, 2012 at 5:00 p.m. and the location is Township Hall.

Facilities and Other Assets

Subcommittee Chair Miller stated that a draft version of the minutes from last Friday have been circulated to the subcommittee for review and comment. KSS has been asked to respond to a revised statement of work. The primary issue was a combination of Public Works Management Facilities that was not in the original statement of work.

Information Technology (IT)

Subcommittee Chair Patteson indicated that they had their second meeting and they are continuing to build an inventory of software and hardware. Chair Freda asked if the IT subcommittee would also look at being able to suggest a time period when the vendor would be brought on by a single community as opposed to the two communities who have different vendors to support them. Mr. Patteson replied that they are very focused on the timeline for the IT subcommittee to come to a recommendation of a single vendor to replace the existing two.

Joint Finance Committee

Mr. Sillars reported that the next meeting is scheduled for March 22nd at 8:30 a.m. and the location is Township Hall.

Personnel

Subcommittee Chair Berkhout stated that they met on March 21st prior to the TTF meeting and the minutes of the past meetings were sent to the TTF members. At the Personnel meeting, they looked at the various tasks which they are focusing on. Soon they will present options to reduce staff positions and reconciling the Benefits and Policies Manuals. The differences will have to result in some decision making on the part of the two governing bodies.

Public Safety

Chair Freda stated that there will be a meeting on March 23rd (Friday) morning at 8:30 a.m.

Public Works/Recreation/SOC:

Subcommittee Chair Middlekauff said that they had a meeting and has nothing else to add.

Other Subcommittee Related Business:

Chair Freda said that CGR sent out a draft on March 21st regarding a timeline for the subcommittees and the TTF. It is open for discussion amongst the TTF and then the comments will be given to CGR and the timeline will be discussed at the next TTF meeting. Subcommittee Chair Berkhout (Personnel) reviewed the timeline with her committee members and found it to be acceptable.

Other Business

1) Ms. Berkhout wants clarification on the *Conflict of Interest* form which the TTF members received. Question posed by Ms. Berkhout: How does it apply? Is it mandated by state law that it applies to the TTF? Does it apply to all of the two town's existing commissions and boards? Can it be enforced retroactively back to the Consolidation Commission? Why does it apply to citizen members; but not to governing body members? Mayor Moore and Mr. Kearns, Esq. (TTF attorney) will address this issue, per Chair Freda. Mayor Moore said that she has similar questions, Borough Council and the Borough Attorney are looking at this mater. Mayor Moore wants to take this up at the joint TTF, Committee and Council session which is scheduled for April 3rd. Mr. Kearns, Esq., stated that Township Committee and Borough Council appointed members of the TTF and they can remove members. They each can adopt a resolution

establishing standards applicable to their appointed members of the TTF; they have the legal power to do that. It is not mandated by State law, per Mr. Kearns. However, there is a local government ethics law which applies to municipal officials, employees, appointees, etc. Can it apply to members of the subcommittee who are not TTF members? They are not appointed by the township or borough.

Mr. Kearns said that whatever policy gets established, as of January 1, 2013, it has no impact because with the new governing body, one cannot tie their hands. The whole concept of Consolidation is that new governing body has the power to act. Mr. Kearns indicated that the TTF can establish rules for their subcommittees. Elected officials are employees of the government because when they are elected they are on the payroll, they are entitled to worker's compensation coverage, and therefore, they are considered employees, per Mr. Kearns.

So the forms do not need to be signed. Moving forward Chair Freda said that if anyone has a concern, they should contact the person they are concerned about. If they do not get a satisfactory answer, they bring it in front of the full board. All should treat each other with respect.

2) Ms. Butler "thanked" all the employees who gave the great presentations. Administrator Bruschi said they would take a tour of the borough prior to one of the next meetings.

Public Comment

Mr. Anton Lahnston, Chair of the Consolidation Commission, indicated that the memorandum sent by Mayor Moore and Mayor Goerner was addressed to Chair Freda and Chair Lahnston. Mr. Lahnston said that the Consolidation Commission was asked to also sign the *Conflict of Interest* form. He would ask that deliberations affect not only the TTF; but this also impacts the Commission and they would like to take part of that conversation and be treated the same way. The Commission's charter keeps them in existence, at the present time, until June 30, 2013, which is longer than the TTF most likely. Chair Lahnston stated he had signed the form. Mayor Moore invited Mr. Lahnston to the April 3, 2012, meeting.

No other business came before the Transition Task Force, therefore, a motion was made to adjourn the meeting at 9:00 p.m. by Ms. Butler and the motion was seconded by Mr. Davis. All Transition Task Force members were in favor.

Respectfully submitted,

Phyllis Persicketti, Board Secretary

Transition Task Force