

**These minutes not yet
approved by the Princeton Council**

**PRINCETON COUNCIL MEETING
April 9, 2014**

A special budget workshop meeting of the Mayor and Council of Princeton was held on this date at 7:00 p.m. in the Main Meeting Room, Witherspoon Hall, 400 Witherspoon Street, Princeton, NJ.

NOTICE OF MEETING

The Assistant to the Clerk read the following 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 a written notice. On April 3, 2014 at 11:50 a.m., said schedule was posted on the official bulletin board in the Municipal Building, transmitted to the Princeton Packet, the Trenton Times, the Town Topics, and filed with the Municipal Clerk.

ROLL CALL

The Assistant to the Clerk then called the roll.

Present: Ms. Butler, Ms. Crumiller, Mr. Liverman, Mr. Miller, Mr. Simon and Mayor Lempert.

Absent: Ms. Howard

Also Present: Mr. Bruschi, Ms. Monzo, Mr. Stentz, Mr. Hough and Ms. Webb.

PLEDGE OF ALLEGIANCE

Mayor Lempert asked all present to rise for the Salute to the Flag.

COMMENTS FROM THE PUBLIC

Mayor Lempert asked if anyone present from the public wished to address Council with an issue not listed on the agenda. There was no public comment.

WORK SESSION: BUDGET WORKSHOP

Mayor Lempert introduced the start of the Work Session portion of the agenda with the Budget Workshop, which is the 1st one in a series of workshops for 2014. All department managers will present to Council major changes of their budget from last year and give Council an opportunity to ask questions.

Recreation

Executive Director of Recreation Department, Ben Stentz, detailed the Recreation Department budget with one notable adjustment; prior to this year all operating expenses relating to the department itself and the park maintenance functions that Recreation covered all fell under the

April 9, 2014 Council Meeting

heading of one operations budget that was "Recreation". The adjustment made while developing the 2014 budget is now split into two distinctive parts: (1) operation budget (\$71,000) and (2) parks and playground budget (\$183,000). The parks and playground budget is up a little due to the mowing contract up 45%-50%. The total dollar amounts still remain similar. The shift of last year's recreation operating budget was \$212,000.00; this year it's \$71,000.00, a difference made up on the park and playground side which last year was \$21,000 and this year is \$183,000.00. The switch will make for a clearer picture on where the operational expenses will be directed.

Mr. Stentz stated that a couple points to consider with the break out of the departmental operation budget verses the park and playground budget is that the Recreation Department has taken on considerably more responsibilities under the parks and playground in 2014 for maintaining maintenance in all the park facilities of the consolidated Princeton.

Ms. Crumiller asked Ms. Monzo if monies were being subtracted from another department line item. Ms. Monzo stated that a small amount of the funding has been shifted from the Roads Department to Recreation.

Mayor Lempert questioned the Open Space line item of \$80,000; was it from Public Works to Recreation or is it a new line item. Ms. Monzo stated that this was the way it's always been done and that some of the work done in the parks open space is charged off as maintenance to the Open Space budget.

Mr. Liverman questioned the insurance line item of \$1500 from last year. Ms. Monzo stated that since the Recreation Department was a joint agency it was an accounting move due to consolidation. Mr. Liverman also questioned the amount of "Contractual Services" from last year was \$63,000.00 and only \$6000.00 is budgeted for 2014. Mr. Stentz stated that under the "Other Contractual Services" line item the parks and playground increased, offsetting the amounts of each other.

Ms. Butler asked about the Open Space line item and asked if this was the vestige of the old Borough accounting on spending of Open Space tax on park maintenance. She asked if it was the recommendation of the Transition Task Force not to account for it this way to get a clearer idea on what we are spending on park maintenance. Ms. Monzo stated that it was not the recommendation of the Transition Task Force but that we should account for it in a separate trust account for accountability that would identify Open Space expenses and funds easily.

April 9, 2014 Council Meeting

Mr. Stentz stated that as of the last Recreation Board meeting there were about 1700 people that signed up for use of the pool at the discounted price. The deadline to sign up at the discounted price is April 15, 2014. A Robert Wood Johnson Legacy grant was donated for scholarships for residents that need financial assistance in participating in activities at the Recreation Department.

Capital

In the capital budget Mr. Stentz indicated there are 9 items with a total budget of \$317,500.00. Eight items, excluding the Mary Moss Park, are related to park maintenance functions and much needed park upgrades. The equipment requested is required to bring the parks up to par or to take them from par to better than par.

Scott Sillars stated that we should make sure the capital plan works with the debt plan. Mr. Sillars suggested that there should be two plans: 1) a capital that works with the plan, and 2) a capital wish list plan.

Infrastructure and Operations (Roads, Sewer, Vehicle Maintenance, Buildings and Grounds, and Shade Tree)

Director Robert Hough discussed the operating budget starting with **Sustainable Princeton** that he oversees along with the Chief Financial Officer, Sandy Webb, and Deputy Administrator/Director of Finance Kathy Monzo.

Parking Meter Maintenance

Mr. Hough stated that there was an increase that was attributed to the meter collection and removing of the canisters. Staff is not bonded and should not be transporting the canisters. The cost to transport is an additional \$70,000.00, which he is working with the firm Eastern. He reported that the rest of the budget is the same as 2013 budget.

Ms. Crumiller suggested that the cost of meter rates be raised to the user and not the taxpayers.

Mr. Simon said that he would like to get more detail on specialized services and miscellaneous expenses.

Road Department

Mr. Hough was a little concerned over the line item "Salt and Sand" from the 2013 budget which was \$117,000.00. With the storms the municipality has seen that we are way over the allotted budget and he just received a bill for \$65,000.00 to \$70,000.

Ms. Monzo suggested that we forward to Council the total costs from the storms to date so that we can make an amendment to the budget and to also make projections as to what we may anticipate.

Mr. Miller directed a question to Mr. Hough as to whether there was sufficient storage space for the salt or did a lack of space result in the overage in the budget. Mr. Hough indicated that it was not the space, which we have enough of, but the lack of supply.

Mr. Simon stated that in the past 2 years street maintenance that was normally done in house has been less than the standard the Township is used to. He asked if this was attributed to the storms and/or the stress of consolidation. He wanted to know if there is enough budgeted for personnel and operating expenses in house for paving to bring the level back up to what the Township had years ago.

Mr. Hough stated that we are not anticipating any paving for major roads but will have a running list of repairs that the department can handle with their experienced employees.

Garbage & Trash Removal

Adjustments on collection is much lower than what was anticipated.

Building & Grounds

The budgets are holding the same for 2013 to 2014. Mr. Liverman stated that the steps in front of Monument Hall need fixing and should be added to the cost.

Ms. Crumiller stated that the kiosk should also be fixed. Mr. Bruschi stated that we have an Eagle Scout who will be working to fix up the kiosk.

Shade Tree Commission

Ms. Crumiller suggested that the heading should be changed to Shade Tree.

Mechanical & Vehicle

April 9, 2014 Council Meeting

There was an increase in budget for 2014. Parts and repairs have been extensive for an aging fleet. A request is being made for an increase in the budget for all vehicles and some major pieces of equipment.

Sewer Operating

Mr. Hough stated the budget was the same as last year with actual expenditures being higher because of the pumping station repairs and issues. The cost for some the chemicals being used for odor control also increased.

Solid Waste

Mayor Lempert inquired why the Stony Brook Regional Sewer Authority costs are projected to be down, did they lower their fees? Mr. Hough stated it's because of our I/I program and that there was some loss of flow with the hospital move.

Capital

Mr. Hough mainly focused on parts and vehicles. There are several equipment issues, in particular with a loader where the transmission went. To replace the loader will cost about \$30,000. Funding for stations and equipment, and replacing vehicles that are 20 to 30 years old, all very costly.

Mr. Hough also mentioned they had a lot of sign requests throughout the community. To do an extensive sign replacement program will be very expensive per street. A sign machine could cost about \$50,000.00 to \$75,000.00. One possibility to offset costs of the machine investment would be to offer sign services to surrounding municipalities that would like signs made and charge them accordingly.

To maintain municipal buildings, fire house and the Suzanne Patterson Center funds will be needed.

Mr. Hough said that a radio and tracking system between vehicles is needed and very important and that the municipality needs to get up to speed with the technology. A communications package would cost between \$85,000 and \$90,000. The system would communicate with Public Works, Sewer Operations and the Police Department. A dispatch center could be housed out of the Public Works center.

Health and Social (Health Department, Human Services and Affordable Housing)

Deputy Administrator/Director of Finance Kathy Monzo stated the Health Department salary and wage budget increased significantly due to statute requirements for one of the Health Department's employees. That was built into the budget last year so we could accommodate the adjustment.

Ms. Monzo stated that the other expense increase on the contractual line was for the interim health officer for last year and a portion for this year. The interim health officer has agreed to stay on for a short time to help with the transition of the new health officer. There was less spending last year while the health officer position was vacant resulting in a savings from last year and this year.

Human Services

Ms. Monzo stated that there was a \$37,000.00 increase for a needs assessment. This is one of the main goals and mission of the Human Services Commission along with the new director of Human Services to implement.

The salary and wage line item saw a slight increase for summer employment. The program employed 30 kids last year and will accommodate them again this year.

Affordable House

Ms. Monzo stated that this is a separate utility with not much of a change in budget. The contractual line item had an increase for: legal coverage, purchasing of units, selling of units, closings, coverage at their board meetings and the contract with Shirley Bishop for COAH plans and reporting.

The fees that come in, section 10-3b fees, are with permits that are taken out for development to help fund the program. Contributions in the current fund of \$100,000 are raised each year and the rest of \$150,000.00 comes from the fees from the program.

Capital

Ms. Monzo states that the Health Department will need vehicles replaced in the year 2017 & 2018 and will look at a vehicle replacement plan for the future.

CLOSED SESSION

A motion to enter into closed session was made by Ms. Butler, seconded by Mr. Liverman and carried unanimously by those present. Mr. Liverman left the meeting at 9:00 p.m.

14-108 CLOSED SESSION RESOLUTION

RESOLUTION
TO GO INTO CLOSED SESSION
(Open Public Meetings Act Sec.3)

BE IT RESOLVED by the Mayor and Council of Princeton:

1. This body will now convene into a closed session that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7B of the Open Public Meetings Act.
2. The general nature of the subject or subjects to be discussed in said session is as follows:

AFSME/Teamsters
Personnel Update
Administration Selection Consultant
3. Stated as precisely as presently possible, the following are the time when and the circumstances under which the discussion conducted at said session can be disclosed to the public:

Within 90 days or upon settlement of litigation, if applicable

Mayor and Council and Administrator Bruschi discussed with the Administration Selection Consultant.

There being no further business the meeting was adjourned at 10:10 p.m.

Delores A. Williams
Assistant to the Clerk