



PRINCETON
MAYOR AND COUNCIL OF PRINCETON
MINUTES • DECEMBER 7, 2015

Regular Meeting

Main Council Room

6:00 PM

400 Witherspoon Street, Princeton, NJ 08540

I. STATEMENT CONCERNING NOTICE OF MEETING

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 December 4, 2015 at 10:30 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.

II. ROLL CALL

The Municipal Clerk then called the roll.

Present: Councilwoman Butler, Councilwoman Crumiller, Councilwoman Howard (6:30 P.M.), Councilman Liverman, Council President Miller, Councilman Simon and Mayor Lempert (6:30 P.M.).

Absent: None.

Also Present: Mr. Dashield, Administrator, Ms. Cecil, Esq., Municipal Attorney, and Mr. Kiser, Engineer.

III. 6:00 P.M. CLOSED SESSION: PERSONNEL/NEGOTIATIONS/LITIGATION

1. 15-340 Resolution Closed Session

RESULT:	ADOPTED [5 TO 0]
MOVER:	Jo Butler, Councilwoman
SECONDER:	Jenny Crumiller, Councilwoman
AYES:	Crumiller, Miller, Liverman, Butler, Simon
RECUSED:	Howard

2. Princeton University Tax Litigation

Mayor Lempert and Ms. Howard recused themselves from this discussion.

3. Personnel Update

4. Contract Negotiation – Municipal Resources Inc. - Spatial Needs Assessment Fire Department

The above referenced issues were discussed by the Mayor and Council. Mayor Lempert and Ms. Howard were present for these discussions.

IV. 7:00 P.M. OPEN SESSION**V. PLEDGE OF ALLEGIANCE**

The audience participated in the pledge of allegiance.

VI. AWARD OF RECOGNITION

Award of Recognition, The Garden Club of Princeton

Mayor Lempert presented an Award of Recognition to the Garden Club of Princeton.

VII. EMPLOYEE SERVICE AWARDS

2015 Employee Service Awards

The Mayor and Council presented the 2015 Employee Service Awards.

(List of Awardees appended to this set of minutes.)

VIII. ANNOUNCEMENTS

Ms. Howard announced that the Human Services Holiday Gift Drive was very successful.

Mayor Lempert said that the annual Menorah Lighting would be held on December 8, 2015. Mayor Lempert also said that Council would hold a special meeting with Princeton University's President Eisgruber on December 14, 2015, and the Annual Reorganization meeting would be held on January 4, 2016 at 5:00 p.m.

IX. PROCLAMATION

Mayor Lempert read a proclamation proclaiming December 7, 2015 as Communities of Light Day in Princeton.

X. COMMENTS FROM THE PUBLIC

Kip Cherry, 24 Dempsey Avenue, asked that consideration be given to the Dinky ridership plan so that it can move forward. Mayor Lempert said that it was the role of the Traffic and Transportation Committee to review the plan.

Steve Hiltner, 139 North Harrison Street, discussed with Council the issues of leaves and yard waste, leaf bag programs and reusable roll carts for leaf collection. Ms. Crumiller said that the Environmental Commission looked at the possible use of roll carts and decided against their use.

(Letter appended to this set of minutes.)

XI. PRESENTATION

Library 2nd Floor Renovation, Leslie Burger, Princeton Public Library

Leslie Berger, presented a power point presentation to the Mayor and Council outlining the second floor renovation project at the Princeton Public Library. She said that funding for the project consisted of 94% in private funds and 6% in public funding. In January, 2016 there will be a request for bids and in April, 2016 the construction on the project will begin.

The Mayor and Council thanked Ms. Berger for her hard work and dedication to the Library and wished her well in her upcoming retirement.

(Power point presentation appended to this set of minutes.)

Consolidation Savings Report; Patrick Simon & Scott Sillars, Citizen Finance Advisory Committee.

Mr. Sillars reported that the estimated 2015 savings by Consolidation were \$3.92 million gross, of which \$714,000.00 was spent on expanding residential trash collection and \$436,000.00 was spent on new and expanded services (Access Princeton, enhanced IT and Corner House staffing). He said that this resulted in 2015 a net savings of \$2.77 million before amortization of transition costs. The net savings are \$624,000.00 higher than the Consolidation Commission's estimate of savings in year three. He said that the net savings reflect savings only in salaries and benefits and the cost of expanded trash collection.

Mr. Sillars said that the total savings were calculated as the difference between 2015 adjusted total budgeted salaries and benefits and the 2011 total budgeted salaries and benefits, adjusted for inflation. He said that the estimate for the 2015 total salaries and benefits excluded 6.5 added staff positions that were unrelated to Consolidation, mainly in the Fire Inspection Department. The Commission's savings estimate was also adjusted for inflation. The salary harmonization costs and health plan cost savings were included in the budgeted 2015 salary and benefits estimate.

Mr. Sillars said that moving forward, the \$483,516.00 annual Transition Cost amortization will end in two years and the top heavy organizational structure in the Police Department is gradually being corrected through normal attrition.

Mr. Liverman thanked Mr. Simon, Mr. Sillars and the Citizens Finance Advisory Committee for their hard work and analysis.

Mr. Miller offered his thanks and said that they had done a great job.

Mayor Lempert said that there are other communities and school districts that are looking at Princeton as a model for Consolidation.

(Power point presentation appended to this set of minutes.)

REPORTS

Ms. Cecil reported that she had been in court that morning in front of Judge Jacobson regarding the Avalon Bay deed restriction. She said that Judge Jacobson disagreed with Avalon Bay and agreed with Princeton, noting that Princeton had acted in good faith.

Mayor Lempert said that S.A.V.E. has been relocated to 1010 Route 601 Skillman, NJ 08558, near Montgomery High School.

XII. WORK SESSION

Minutes Format

Mr. Dashield reviewed with the Mayor and Council his memorandum dated December 3, 2015 regarding Minute Preparation Procedures.

(Memorandum attached to the set of minutes)

Mr. Dashield said that the memorandum was written to clarify the standards in preparation of minutes. He said that it had been his understanding that the Council had previously established its preference for action-oriented minutes. The memorandum was designed to confirm the guidelines to ensure the preparation of standardized minutes.

Mr. Dashield also provided the legislative requirements and recommendations for the preparation of minutes.

Ms. Howard thanked Mr. Dashield for his guidance after three years of struggling with this issue.

Mr. Simon said that he was not entirely comfortable with the proposal. Mr. Dashield said that he is trying to provide guidance and proposed that any additional amendments to the minutes come before Council after draft minutes are circulated.

Ms. Butler said that if someone wants to amend the minutes there should be a motion before Council.

Ms. Howard complimented staff and said that the core of the minutes are actionable items, not individual Council member comments.

Ms. Crumiller asked when the license for the current agenda/minute program is due for renewal, as she is not sure that the program that we are currently working with is best.

Mr. Simon said that comments under Work Session need to be clearer and that it is important to detail what actually happens.

Mayor Lempert said that it was the consensus of Council to have draft minutes go out with the agenda packet, that they are to be action oriented and that more research is to be done on agenda software.

XIII. ORDINANCE PUBLIC HEARINGS

Mayor Lempert read the title of the following proposed ordinance:

BOND ORDINANCE AUTHORIZING AS A LOCAL IMPROVEMENT SANITARY SEWER LATERAL REPAIRS BY THE MUNICIPALITY OF PRINCETON, FOR PROPERTIES ON VALLEY ROAD, JEFFERSON ROAD, EWING STREET AND NORTH HARRISON STREET, APPROPRIATING THE SUM OF \$336,000.00 THEREFORE, PROVIDING FOR THE FINANCING OF SAID APPROPRIATION BY THE MAKING OF A DOWN PAYMENT AND ISSUANCE OF BONDS AND NOTES OF SAID MUNICIPALITY AND FURTHER PROVIDING FOR THE SPECIAL ASSESSMENT OF ONE HUNDRED (100%) PERCENT OF THE COST THEREOF.

Mayor Lempert opened the public hearing. There being no comment, Mayor Lempert closed the public hearing.

Motion – to adopt

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Crumiller, Councilwoman
SECONDER:	Bernard Miller, Council President
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CONCERNING ACCESSORY SIGNS IN PRINCETON’S BUSINESS DISTRICTS AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974”

Mayor Lempert opened public comment.

Joshua Zinder, 142 Moore Street, said that it was important to look at how we maintain the signage.

There being no further public comment, Mayor Lempert closed the public hearing.

Mr. Miller said that the proposed ordinance needs to be clarified regarding sign size not being more than 4 feet and the concern of potentially tripping over the signage. Ms. Cecil said that she will clarify and amend the proposed ordinance as requested.

Motion – to adopt as amended

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Lance Liverman, Councilman
SECONDER:	Bernard Miller, Council President
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CONCERNING LAND USE APPLICATION FEES AND AMENDING CHAPTERS 2 AND 10B OF THE “CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968”

Motion – to adopt

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Crumiller, Councilwoman
SECONDER:	Lance Liverman, Councilman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CREATING EXCEPTIONS TO LOT SIZE REQUIREMENTS FOR EXISTING SMALL LOTS IN THE FORMER TOWNSHIP OF PRINCETON AND AMENDING THE “CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968”

Mayor Lempert opened public comment.

Charles Karney, 702 Prospect Avenue, said that he would recommend that the ordinance be amended to allow the exception only for houses adhering to the floor area ratio (F.A.R.) for the zone without proportional increase.

Virginia Kerr, 124 Jefferson Road, said that the proposed ordinance is ill advised. She said that the proposed ordinance has unintended consequences and will allow construction to go on as is and allow developers to build closer to the street.

Paul Driscoll, 141 Harris Road, said that he was against the proposed ordinance.

There being no further public comment, Mayor Lempert closed the public hearing.

Ms. Crumiller said that she would like to see if there was a consensus not to adopt the proposed ordinance.

Ms. Butler stated that Council would all like to limit McMansions and that nothing has been more upsetting. She said that she would feel better if Council had more time for careful consideration.

Ms. Crumiller said that she agreed with Ms. Butler and that she would like to put more time into it and take a good look at zoning next year.

Mr. Miller called for a vote.

Motion – to defeat

RESULT:	DEFEATED [UNANIMOUS]
MOVER:	Bernard Miller, Council President
SECONDER:	Jenny Crumiller, Councilwoman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON ELIMINATING THE ABILITY TO RECONSTRUCT A BUILDING TO ITS PRIOR NONCONFORMING FLOOR AREA RATIO, AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974"

Mayor Lempert opened the public comment.

Charles Carney, 702 Prospect Avenue, said that he supports the next two ordinances, noting that the homeowner always has the option of seeking variance.

There being no further comment, Mayor Lempert closed the public hearing.

Motion – to adopt

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Crumiller, Councilwoman
SECONDER:	Heather Howard, Councilwoman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON REVISING THE LOT FRONTAGE REQUIREMENTS IN THE FORMER TOWNSHIP OF PRINCETON'S RESIDENTIAL ZONING DISTRICTS AND AMENDING SECTION 10B-247 AND THE SCHEDULE OF ZONING REGULATIONS OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968"

Motion – to adopt

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jenny Crumiller, Councilwoman
SECONDER:	Heather Howard, Councilwoman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY THE MUNICIPALITY OF PRINCETON ACCEPTING A RIGHT-OF-WAY DEDICATION FOR THE NEW ROUNDABOUT AREA LOCATED ON ALEXANDER STREET AT ITS INTERSECTION WITH UNIVERSITY PLACE

Mayor Lempert opened the public hearing. There being no public comment, the Mayor closed the public hearing.

Motion – to adopt

Mayor Lempert and Ms. Howard recused themselves.

RESULT: ADOPTED [5 TO 0]
MOVER: Jenny Crumiller, Councilwoman
SECONDER: Patrick Simon, Councilman
AYES: Crumiller, Miller, Liverman, Butler, Simon
RECUSED: Howard

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CONCERNING AMUSEMENTS AND LEGALIZED GAMES OF CHANCE AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" AND THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968."

Mayor Lempert opened the public hearing. There being no public comment, the Mayor closed the public hearing.

Motion – to adopt

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lance Liverman, Councilman
SECONDER: Jo Butler, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CONCERNING DESIGNATED BUS STOP LOCATIONS ON BUNN DRIVE AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974"

Mayor Lempert opened the public hearing. There being no public comment, the Mayor closed the public hearing.

Motion – to adopt

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Lance Liverman, Councilman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON REPEALING PROVISIONS RELATING TO AUCTIONEERS AND THE CABLE TELEVISION COMMITTEE OF THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" AND THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968."

Mayor Lempert opened the public hearing. There being no public comment, the Mayor closed the public hearing.

Mr. Miller asked that a negotiating team be appointed to complete the franchise negotiations.

Mr. Simon suggested tabling the proposed ordinance until the Council meeting of December 21, 2015 to allow Council to reach out to the Cable Television Committee.

RESULT: TABLED

Next: 12/21/2015 4:00 PM

XIV. ORDINANCE INTRODUCTIONS

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 34 OF THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" CONCERNING SEWER CONNECTION FEES FOR THE MUNICIPALITY OF PRINCETON (PUBLIC HEARING DECEMBER 21, 2015)

Motion – to introduce

RESULT: INTRODUCED [UNANIMOUS]

Next: 12/21/2015 4:00 PM

MOVER: Jo Butler, Councilwoman

SECONDER: Jenny Crumiller, Councilwoman

AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

Mayor Lempert read the title of the following proposed ordinance:

AN ORDINANCE BY PRINCETON CONCERNING ANIMAL CONTROL AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" AND THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968". (PUBLIC HEARING DECEMBER 21, 2015)

Motion – to introduce

RESULT: INTRODUCED [UNANIMOUS]

Next: 12/21/2015 4:00 PM

MOVER: Jo Butler, Councilwoman

SECONDER: Heather Howard, Councilwoman

AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

XV. RESOLUTIONS

1. 15-341 Resolution of The Mayor And Council Of Princeton Approving An Agreement With Griggs Farm Condominium Association For 2014 New Jersey Municipal Services Act Reimbursement In The Amount Of \$54,881.15

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

2. 15-342 Resolution of The Mayor And Council of Princeton Approving An Agreement With Palmer Square Management For 2014 New Jersey Municipal Services Act Reimbursement In The Amount Of \$11,377.22

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

3. 15-343 An Agreement with Washington Oaks Homeowners Association for the 2014 New Jersey Municipal Services Act Reimbursement in the Amount of \$32,721.69

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

4. 15-344 Resolution of The Mayor And Council of The Municipality Of Princeton Professional Services Agreement Environmental Permitting For Stony Brook Sanitary Sewer Main SWM Consulting, LLC

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

5. 15-345 Resolution of Princeton Authorizing an Extension of Time to October 13, 2016 for the Environmental Management Associates Professional Services Agreement for the Valley Road Public Works Site Remediation (Fee to Remain Unchanged at \$24,800.00)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

6. 15-346 Services Agreement with Greater Mercer TMA, Inc. in the Not to Exceed Amount of \$5,520.00 for the Administration of the Princeton freeB Shuttle Service from January 1, 2016 through December 31, 2016

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

7. 15-347 One Year Contract Extension for Operation and Maintenance of the Jitney - Commuter Shuttle Services to Stout's II, Inc. for a Not To Exceed Amount of \$118,200.00 from January 1, 2016 through December 31, 2016

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

8. 15-348 Resolution Of The Mayor And Council Of Princeton Awarding The Contract Known As "Electrical Services Various Locations Within The Municipality Of Princeton For 2016" To Tom L. Wells Electrical Contractor, Inc.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

9. 15-349 Resolution Of The Mayor And Council Of Princeton Bid Award, Road Materials To Trap Rock Industries LLC In The Amount Of \$603,550.00

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

10. 15-350 Chapter 159 Special Budget Item, Safer Grant, \$44,355.00

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

XVI. CONSENT AGENDA

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jo Butler, Councilwoman
SECONDER: Jenny Crumiller, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

1. Bills & Claims
2. Release of performance bond in the amount of \$2,634,138.00 for the Rehabilitation of Mountain Lake Dams and Dredging of Upper and Lower Mountain Lakes to Compass Construction, Inc. No maintenance guaranty is required due to work being completed over three (3) years ago.
3. 15-351 Chapter 159 Special Item of Revenue, New Jersey Health Officer's Association-Ebola Monitoring, \$750.00
4. 15-352 Resolution of Princeton Requesting a Two-Month Extension of Time to February 12, 2016 for the Valley Road Construction Contract Award (Fiscal Year 2014 New Jersey Department of Transportation Municipal Aid Grant Project)
5. 15-353 Resolution for Sewer Refund Block 802, Lot 1 C11, Billie Ellis Lane, \$3,884.47
6. 15-354 Resolution to Dispose of Abandoned Motor Vehicles at a Public Sale
7. 15-355 Banner Over Washington Road, Princeton University Concerts, March 14-21, 2016, Baby Got Bach
8. 15-356 Banner Over Washington Road, Bryn Mawr/Wellesley, March 21-28, 2016, Annual Book Sale
9. 15-357 Banner Over Washington Road, Princeton Institute for International and Regional Studies, March 28-April 4, 2016, Spring Conference "Gender Violence: Old Problems and New Challenges"

10. 15-358 Banner Over Washington Road, Stuart Country Day School, April 26-May 2, 2016, Poetry in Motion 5K
11. 15-359 Banner Over Washington Road, Voices, May 2-9, 2016, "Faure's Requiem" concert at St. Paul's Church
12. 15-360 Banner Over Washington Road, Homefront, May 9-16, 2016, Run/Walk for Hope 5K
13. 15-361 Mercer County Agency Jurisdiction Mutual Aid Assistance Agreement
14. 15-362 Authorizing a Change Fund for Access Princeton, \$100.00

XVII. ADJOURNMENT

There being no further business the meeting was adjourned at 10:50 p.m.

Linda S. McDermott
Municipal Clerk

2015 Employee Awards
December 7, 2015

5 Year Awards

Attending

Not Attending

Darwin Kieffer IV	Police
Stephen Lattin	Police
Michael Schubert	Police
Lucas Schwab	Police
Michael Strobel	

10 Years

Attending

Lauralyn Bowen	Health Dept.
Brian Kelly	Police/Dispatch

Not Attending

Christopher Best	Police
Luis Navas	Police
Jacqueline Schreiber	Corner House
Matthew Solovay	Police

15 Years

Attending

Gary DeBlasio	Corner House
Benjamin Gering	Police
Christopher Morgan	Police
Jeffrey Opalski	Custodian
Willian Rueda	Public Works
Elizabeth Schulman	Historic Preservation
Sandra Webb	CFO

Not Attending

Henry Lake	Public Works
Frederick Schulz	Engineering
Benjamin Stentz	Recreation
Christopher Tash	Police
Roberts Vanmater	Public Works
Kenneth Walker	Public Works
Frederick Williams	Police

20 Years

Attending

Kim Hodges
Nicholas Sutter

Police
Police

Not Attending

Judith Curran
Rachel Decker
Erica Dickert-Levine
Raymond Jolly
Corinne Sliker-Monda
Janice Sopronyi-Most

Police/Dispatch
Public Works
Police
Public Works
Court
Public Works

25 Years

Attending

William Drake

Fire

30 Years

Attending

Kathleen K. Brzezynski

Clerks

To council, 12/7/15
during public comment.

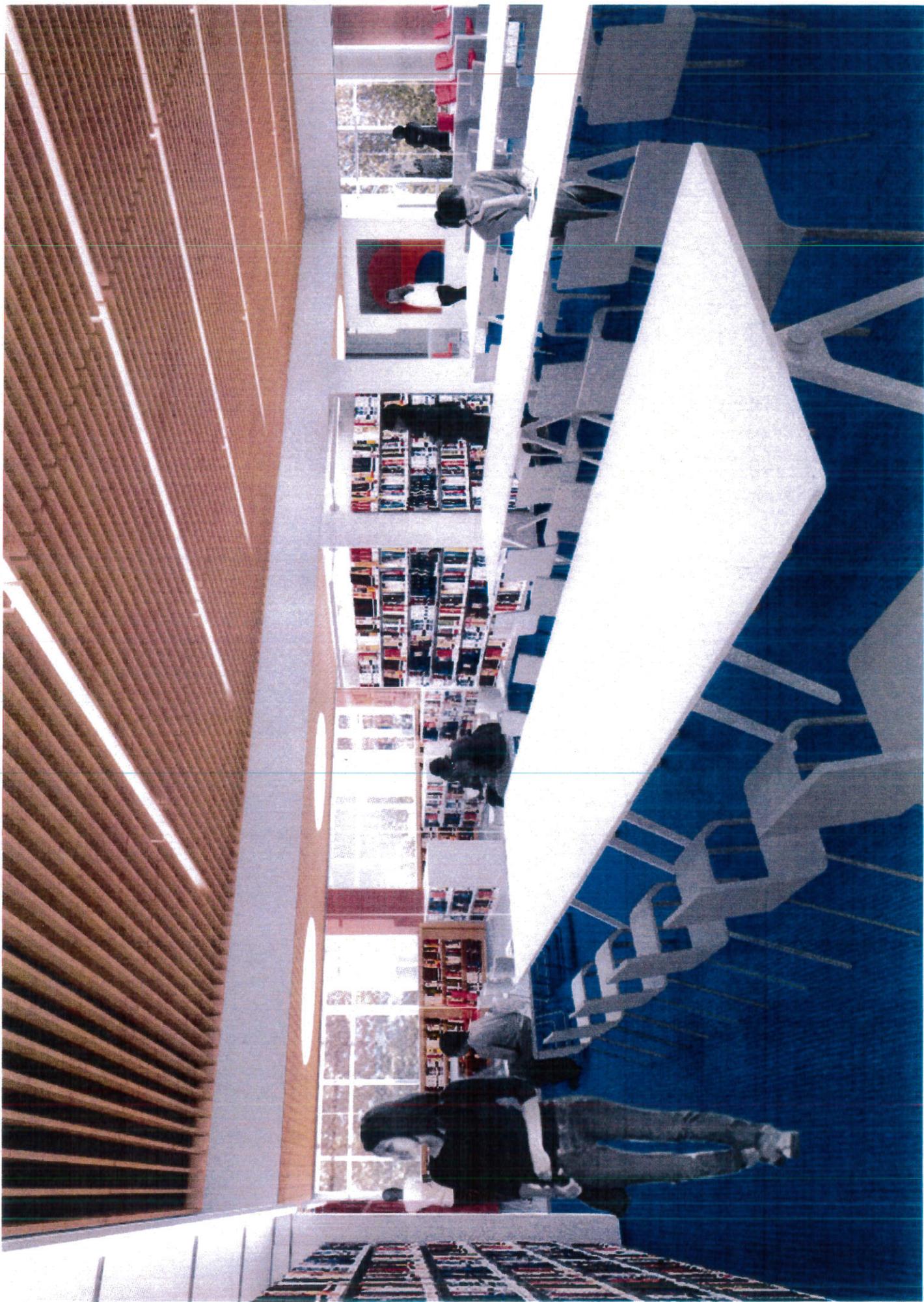
Two weeks ago, during public comment I pointed out how the town could save \$20,000 of staff time currently allocated to giving out free leaf bags, by reimbursing local businesses for providing the same service. According to your response two weeks ago, it looks like the leaf giveaway program will be amended to make it more efficient. You were able to take that step towards cost savings because staff gave me excellent data on current costs of the program, and I was able to do the math that suggested things could be done much more cheaply while actually improving service.

Now, it's been estimated that the town spends some \$800,000 each year collecting leaves, brush and yardwaste. Again, if staff can provide adequate data on how that money is spent, we can begin to look for similar cost savings in that program. Those saving could be far more than \$20,000, and could well be in the six figure range.

While we're waiting for that data, there is a shovel-ready way to provide improved leaf and yardwaste collection at a reduced cost. Because you have invested in promoting leaf bags over the year, Princeton clearly sees the benefits of containerization of leaves and yardwaste. Less mess in the streets, less nutrient pollution of waterways, and consistent, weekly pickup. I we can make containerized pickup easier for residents, and more efficient, that should make a lot of people happy.

So let's use some math to compare the cost-effectiveness of promoting one-use paper bags vs. promoting reuseable rollcarts for leaf collection. Though some people say rollcarts are made of plastic and are therefore somehow environmentally bad, rollcarts are used for a lot of environmentally friendly purposes in Princeton. They're used to collect recyclables downtown and at local schools. A small 32 gallon version of a rollcart is used to collect foodwaste from participating residents. Unlike piles of leaves, the rollcarts are only on the curb for one day each week.

Since a 64 gallon rollcart would hold the equivalent of three leaf bags (each bag holds 30 gallons, but most people fill them only to 2/3rds full or even less), each filling of a rollcart by a resident is equivalent to a \$6 savings in municipal bags. Over the course of a 26 week pickup schedule, the rollcart could handle the equivalent of \$150 worth of the town's leaf bags, while costing only \$35 to purchase. Over the course of a ten year lifetime, that investment of \$35 to buy the rollcart yields \$1500 in leaf bag equivalent benefit, for each participating resident. That's a serious perk for homeowners.





Agendas
size/type face
space res #s
extra spaces
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PROJECT SCHEDULE

2015: Construction Documents in progress by A/E tec

Jan. 2016: Issue Request for Bids by late January

April 2016: Construction begins, estimated 6-8 months

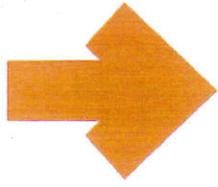
OTHER IMPORTANT DETAILS

- Princeton Public Library will remain open during construction
- Occasional scheduled closings to protect the public
- The library will provide full access to the collection
- Construction parking off-site & not permitted in Spring Street
- Site logistics plan to minimize delivery disruptions to local businesses
- Weekly website updates to inform the community of program changes

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Mondav Na

analog



digital



CHIA

PROJECT PLANNING : A 24 MONTH PROCES

- 1** Print Reference Collection downsized
Digital Reference Collection increased
- 2** New found space triggers conversations about reconfig
- 3** Feasibility studies conducted
- 4** Community outreach



PROJECT SCOPE & PROJECT BUDGE

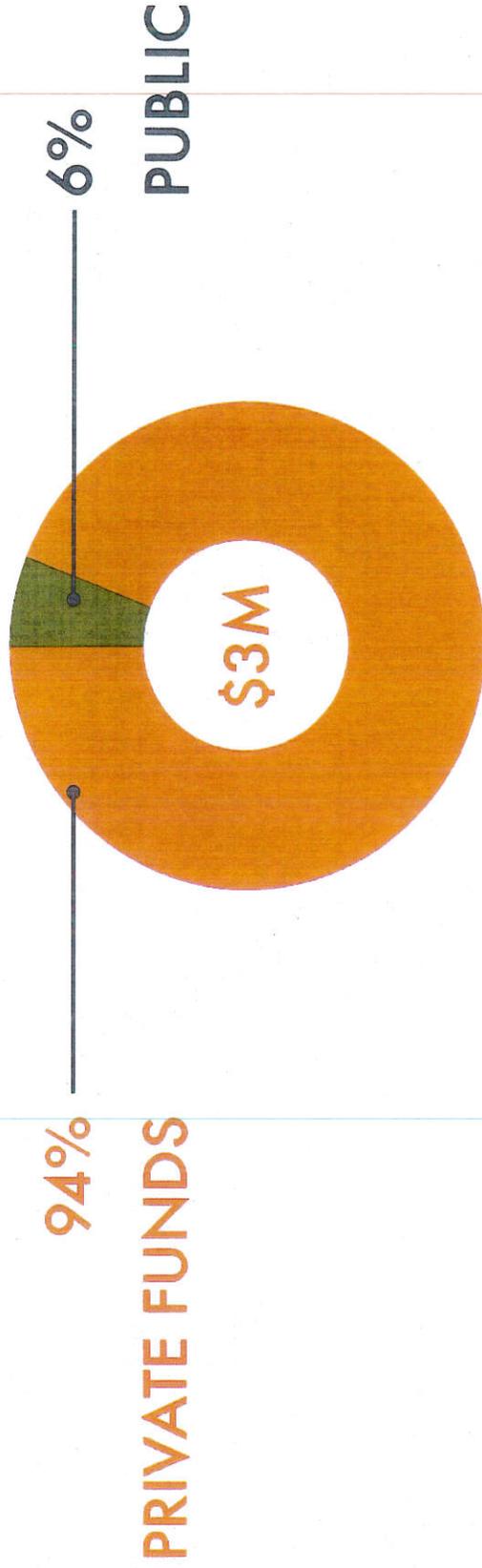
PRINCETON PUBLIC LIBRARY TRUSTEE APPROVAL

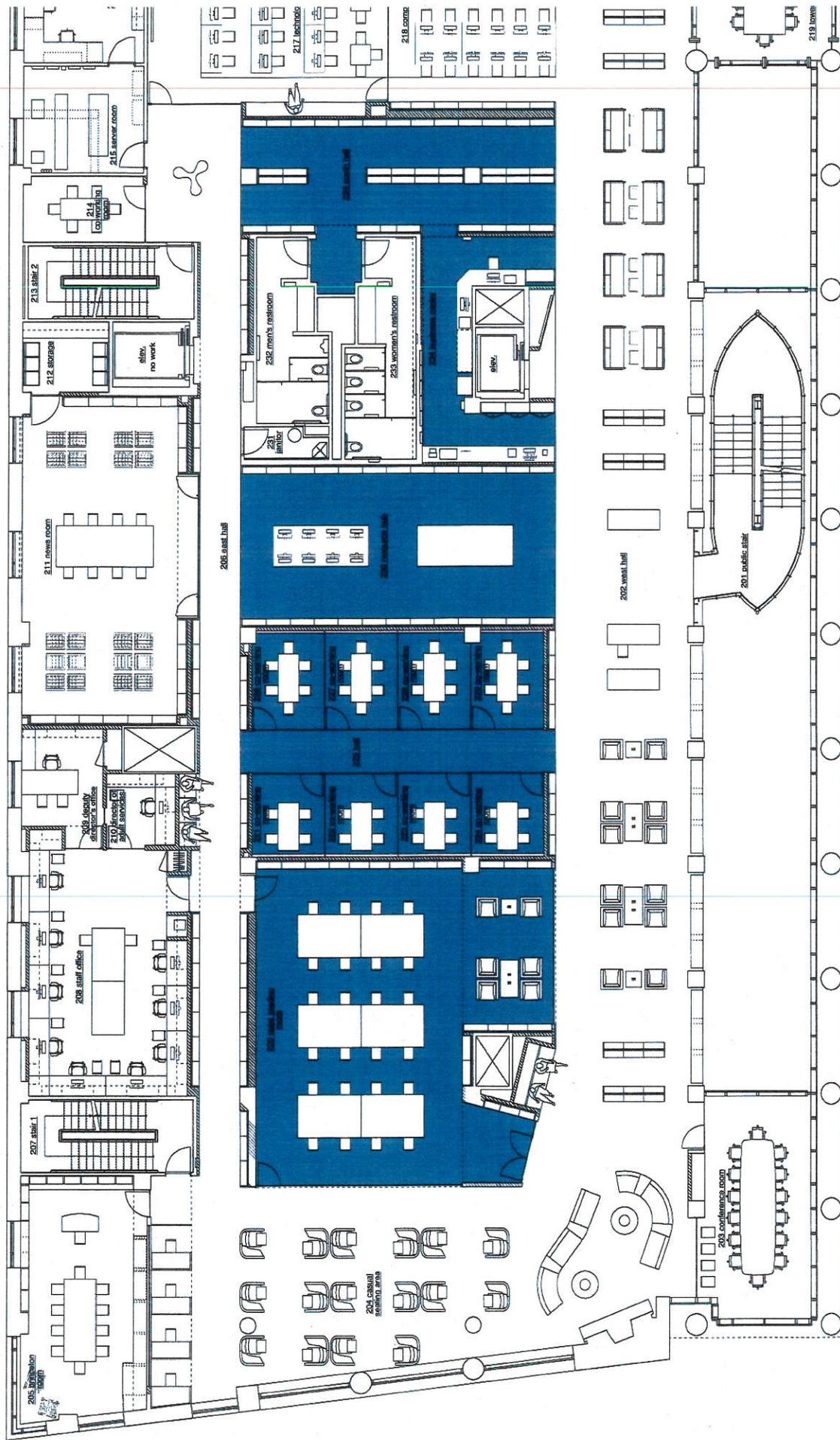
April 2015: Trustees approve project - scope contingent on

June 2015: Trustees authorize engaging Andrew Berman A

Sept 2015: Funding milestone reached
Trustees approve moving forward with full scop

PROJECT BUDGET & FUNDING SOURCES





1 PROPOSED PLAN: SECOND FLOOR
1/8" = 1'-0"





Citizens Finance Advisory Committee

**Report on Financial Impact of
Consolidation**

December 7, 2015

Agenda

- Summary of savings from Consolidation
 - Background—Consolidation Commission 2011 estimate
 - Build-up of savings vs. Consolidation Commission estimate
 - Key assumptions & methodology
- Staff reductions & increases attributable to Consolidation
- Other financial impacts of Consolidation
- Future trends relating to Consolidation

Highlights

- Estimated 2015 savings by Consolidating were \$3.92 million gross, of which \$714,000 was spent on expanding residential trash collection and \$436,000 was spent on new & expanded services (Access Princeton, enhanced IT, & Corner House staffing)
- Results in 2015 net savings of \$2.77 million (before amortization of transition costs)
- Net savings are \$624,000 higher than 2011 Consolidation Commission estimate of savings in year 3
- Net savings reflect savings only in salaries & benefits and cost of expanded trash collection

Consolidation Savings Consolidation Commission Estimates

Summary of third-year (2015) Commission savings estimate made in 2011

	Total staff (FTE)	\$ impact
Reductions in staff	-22.5	\$ <u>(3,161,411)</u>
-adjusted for inflation*		(3,431,712)
Extended trash collection		<u>1,280,890</u>
Net annual savings		(2,150,822)

* Based on Municipal Cost Index 4-yr cumulative escalation of 8.6%

2015 Impact of Consolidation before Service Additions/Enhancements

Impact of staff reorganizations attributable to consolidation and expanded trash pick-up— before new/expanded services

	2015 Budget	vs. Consol
	Impact	Commission
Reduction in staff	-29.5	-7.0
Personnel savings	\$ (3,924,452)	\$ (492,740)
Extended trash collection	<u>713,709</u>	<u>(567,181)</u>
Annual savings (before new/expanded services)	(3,210,743)	(1,059,921)

2015 Impact of Consolidation including Service Additions/Enhancements

Post-consol. add'n of new svc (Access P'ton)
and incr. staffing in IT Dept. & Corner House

	2015 Budget	vs. Consol
	Impact	Commission
Reduction in staff	-29.5	-7.0
New/improved services	<u>6.5</u>	<u>6.5</u>
Net reduction in staff	-23.0	-3.5
New/improved service	\$ 436,249	\$ 436,249
Adj. personnel savings	(3,488,203)	(56,491)
Extended trash collection	<u>713,709</u>	<u>(567,181)</u>
Net annual savings	(2,774,494)	(623,673)

Full Impact of Consolidation on 2015 Budget

Consolidation savings will be reduced by
Transition Cost amortization through 2017

	2015 Budget	vs. Consol
	Impact	Commission
Net reduction in staff	-23.0	-3.5
Adj. personnel savings	\$ (3,488,203)	\$ (56,491)
Extended trash collection	<u>713,709</u>	<u>(567,181)</u>
Net annual savings	(2,774,494)	(623,673)
Transition cost amort.	<u>483,516</u>	N/A
Total savings in 2015	(2,290,978)	

Note: Total transition costs 2,417,580 714,019

Key Assumptions & Methodology

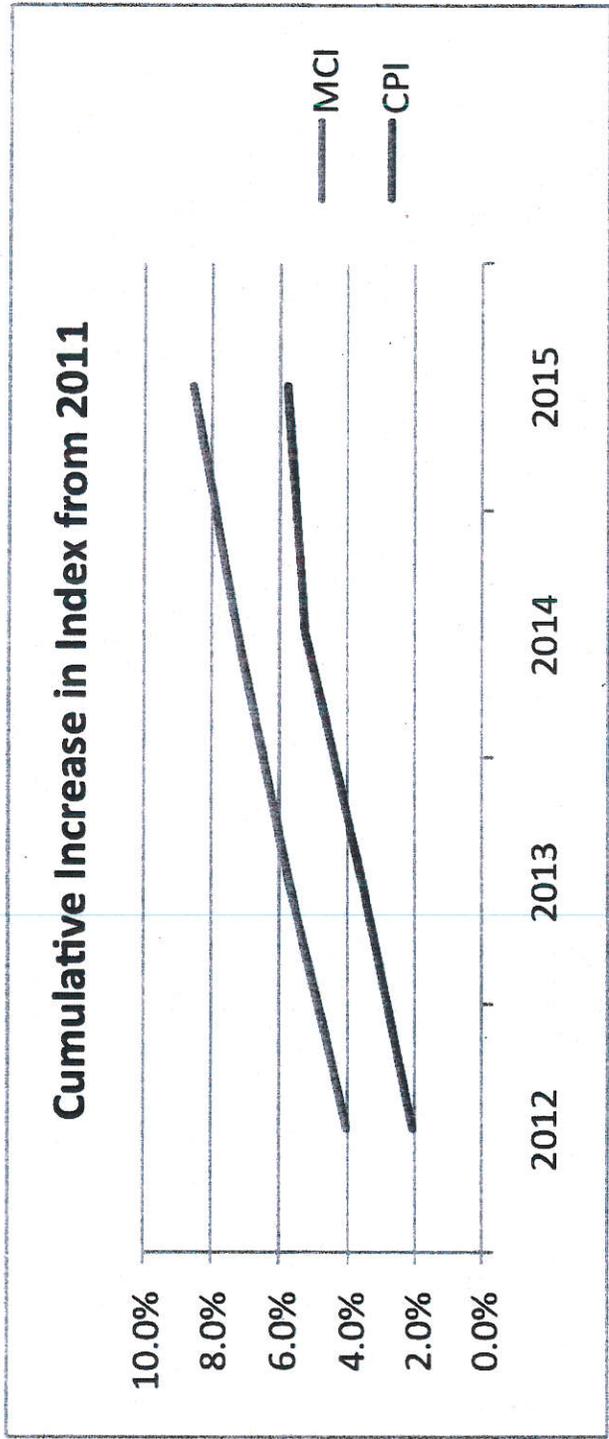
- Savings were calculated as the difference between 2015 *adjusted* total budgeted salaries & benefits (soc sec, medical & pension) and the 2011 total budgeted salaries & benefits, adjusted for inflation (as was 2011 trash pickup cost)
- *Adjustment*: 2015 total salaries & benefits excluded 6.5 added positions that were unrelated to Consolidation (mainly Fire Inspection)
- Commission savings estimate was also adjusted for inflation

Key Assumptions & Methodology

(cont'd)

- Salary harmonization costs, health plan cost savings (moving Twp staff to Boro-type plan) included in budgeted 2015 salary & benefits
- Inflation was based on the Municipal Cost Index

Municipal Cost Index vs Consumer Price Index



Cumulative actual aggregate Salary & Benefit increases closely matched the MCI

Changes in Budgeted Staffing

Department	Total Change	Unrelated to Consol	Consol Impact	New/Imprvd Service	Net Change from Consol	Net Change vs Comm
Access Princeton	2			2	2	2
Administration	-2.3		-2.3		-2.3	-1.3
Tax Assessment	-0.5		-0.5		-0.5	
Clerk	-2		-2		-2	
Corner House	3			3	3	
Court	-2		-2		-2	-1
Emergency Mgmt	2	1	1		1	1
Engineering	-6		-6		-6	-5
Finance/Tax Collection	-2.8		-2.8		-2.8	-0.8
Fire Inspection	4.5					
Info Tech	1.5			1.5	1.5	1.5
Police	-9	1	-10		-10	3
Public Works	1		1		1	3
Sewer Ops / Solid Waste	-5		-5		-5	-5
Zoning/Hist Pres/Afford Hsng	-1		-1		-1	-1
Total	-16.5	6.5	-29.5	6.5	-23.0	-3.5

Police - breakout

Police-dispatch						1
Police-other	-1		-1		-1	1
Police-parking enforcement	1	1				
Police-sworn officer	-9		-9		-9	1
Total	-9	1	-10		-10	3

December 7, 2015

Changes in Budgeted Salary & Benefits

Department	Total Change	Unrelated to Consol	Consol Impact	New/Imprvd Service	Net Change from Consol	Net Change vs Comm
Access Princeton	\$201,590			\$201,590	\$201,590	\$201,590
Administration	-\$348,834		-\$348,834		-\$348,834	-\$125,221
Animal Control	-\$22,556	-\$22,556				
Tax Assessment	-\$47,472		-\$47,472		-\$47,472	-\$29,019
Clerk	-\$223,479		-\$223,479		-\$223,479	-\$7,464
Construction	-\$178,221		-\$178,221		-\$178,221	-\$178,221
Corner House	\$122,610			\$122,610	\$122,610	\$122,610
Court	-\$169,971		-\$169,971		-\$169,971	-\$84,217
Elections	-\$331					
Emergency Mgmt	\$201,633	\$130,961	\$70,672		\$70,672	\$70,672
Engineering	-\$742,975		-\$742,975		-\$742,975	-\$550,841
Environmental Commission	-\$331					
Finance/Tax Collection	-\$68,811		-\$68,811		-\$68,811	\$166,742
Fire Inspection	\$217,607	\$217,607				
Governing Body	-\$51,654		-\$51,654		-\$51,654	\$14,561
Health	\$28,825	\$28,825				
Human Services	\$5,011	\$5,011				
Info Tech	\$112,049			\$112,049	\$112,049	\$112,049
Miscellaneous	-\$495	-\$495				
Planning	-\$19,373	-\$19,373				
Police	-\$1,473,054	\$107,146	-\$1,580,200		-\$1,580,200	\$699,796

more...

Changes in Budgeted Salary & Benefits (continued)

Department	Total Change	Unrelated to Consol	Consol Impact	New/Imprvd Service	Net Change from Consol	Net Change vs Comm
Public Works	-\$15,254		-\$15,254		-\$15,254	\$98,723
Recreation	-\$2,217	-\$2,217				
Sewer Ops / Solid Waste	-\$423,455		-\$423,455		-\$423,455	-\$423,455
Zoning/Hist Pres/Afford Hsng	-\$144,797		-\$144,797		-\$144,797	-\$144,797
Total	-\$3,043,956	\$444,247	-\$3,924,452	\$436,249	-\$3,488,203	-\$56,491
Police breakout						
Police-dispatch	\$106,368		\$106,368		\$106,368	\$194,979
Police-other	-\$52,254		-\$52,254		-\$52,254	\$129,518
Police-parking enforcement	\$107,146	\$107,146				
Police-sworn officer	-\$1,634,315		-\$1,634,315		-\$1,634,315	\$375,298
Total	-\$1,473,054	\$107,146	-\$1,580,200		-\$1,580,200	\$699,796

Issues arising in the analysis

- Would a change in departmental staffing have occurred with no Consolidation?
 - No: Corner House, +2 staff, \$122,000 reduction in savings from Consolidation
 - Yes: Fire Inspection, +4.5 staff, \$217,000 added expense did not reduce savings from Consolidation
- Difficult to assign savings to reduced taxes vs reduced fees (sewer, construction permits)

Financial benefits from Consolidation that were not quantified

- Operating expense savings (e.g., one audit, one maintenance garage)
- Staff combinations freed up space for Corner House & Princeton Community TV (eliminated need to acquire new space)
- Critical need for equipment upgrades at two Police dispatch centers was reduced to one center
- Impact on Princeton University contract
- Debt ratings
- Savings were realized on an accelerated schedule (vs. Commission timetable)

Going forward

- Work on organizational right-sizing continues:
3 positions added in Public Works & Rec. in 2015 (after budget finalization)
- \$483,516 annual Transition Cost amortization ending in 2 years
- Top-heavy organizational structure in Police Department is gradually being corrected by normal attrition (less seniority on salary scale)



MEMORANDUM

Office of the Administrator, Marc D. Dashield

Princeton Municipal Building

400 Witherspoon Street

Princeton, N.J. 08540

609-924-5176

Date: December 3, 2015
To: Mayor and Council
From: Marc D. Dashield, Administrator
Subject: Minute Preparation Procedure

The following memo is written to clarify the standards for preparation of minutes. It is my understanding, that the Council has previously established its preference for action-oriented minutes. This memo is designed to confirm the guidelines to ensure the preparation of standardized minutes.

Before outlining these standards, I will provide the legislative requirements and recommendations for the preparation of minutes. New Jersey Statutes Annotated 10:4-14, indicates that governing bodies must prepare meeting minutes as follows:

Each public body shall keep reasonable comprehensible minutes of all its meetings showing the time and place, the members present, the subjects considered, the action taken, the vote of each member and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with section 7 of this act.

“Reasonable comprehensible” is later defined in that statute as minutes that must show what took place at the meeting and what final actions were taken. The statute further indicates that this does not mean a verbatim record. In addition to the statutes, the Municipal Clerks Desk Reference provides the following guidelines for the preparation of minutes. In part, the guideline states the following:

That minutes are defined in Robert Rules of Order as a record of what is done at the meeting not what was said. They should include sufficient detail so that a person reading the minutes at some point in the future can understand what took place at a given meeting.

To ensure staff has clear guidance on this issue, I have outlined below what our action-oriented minutes should include:

Items under consideration, resolutions, ordinances

- Items under consideration should include at a minimum the full title of items under consideration by the Council.
- Items such as resolutions and ordinances under consideration may be included in full in the minutes or attached to the minutes.

- Only formal actions taken while considering an item shall be recorded.
- If a member of the governing body dissent on a vote and make a comment concerning the rationale for the dissent, the dissenting comment shall be recorded verbatim if requested.

Items under discussion or presentations.

Any discussion items or presentations will be briefly summarized to indicate the general nature of the discussion only. Formal action resulting from the discussion shall be recorded. All presentations shall be included in full in the minutes or as an attachment.

Public Comments

The Municipal Clerk shall record public comments in the following manner. He/she shall identify the speaker and summarize the comments made by the speaker. A member of the public may prepare a written statement to be presented to the Municipal Clerk and the written statement shall be attached to the minutes.

Attached you will find an email from Lori Buckelew from NJ League of Municipalities providing examples of how different towns recorded public comment.

Council and Staff reports

The Council and staff reports shall be recorded as a summary of the items reported. Any formal action resulting from the report shall be recorded in the minutes.

Work Session

Work session items will be recorded as a summary of the discussion of the resolution or ordinances that may require formal action at a future council meeting. The minutes should reflect the formal direction given by the governing body as a whole.

I would suggest that the Council consider purchasing the Accela Civic live streaming system that would allow live streaming of Council meetings and provide video indexing to the agenda. Thereby allowing easy review via video on any specific portion of the meeting that residents are interested in reviewing. The cost of the above service would be \$600 per month (\$7,200.00 annually).



Municipality of Princeton
Department of Community Development
Office of Planning

Princeton Municipal Building
400 Witherspoon Street
Princeton, NJ 08540

609-924-5366
609-688-2032 (fax)

MEMORANDUM

TO: Linda McDermott, RMC
Municipal Clerk

FROM: Ilene Cutroneo, LUA
Assistant to the Planner

DATE: 12/4/15

SUBJECT: ORDINANCE AMENDMENT REFERALS

At its regular meeting on December 3, 2015, numerous land use ordinance amendments were reviewed by the Princeton Planning Board. The Board's response is as follows:

- [1] LAND USE APPLICATION FEES AND AMENDING CHAPTERS 2 AND 10B OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968"
- [4] ELIMINATING THE ABILITY TO RECONSTRUCT A BUILDING TO ITS PRIOR NONCONFORMING FLOOR AREA RATIO, AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974"
- [5] REVISING THE LOT FRONTAGE REQUIREMENTS IN THE FORMER TOWNSHIP OF PRINCETON'S RESIDENTIAL ZONING DISTRICTS AND AMENDING SECTION 10B-247 AND THE SCHEDULE OF ZONING REGULATIONS OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1974"

Ordinance referral items 1, 4 & 5 were reviewed and was unanimously endorsed by the Planning Board as they were found to be consistent with the Master Plan.

- [2] CONCERNING ACCESSORY SIGNS IN PRINCETON'S BUSINESS DISTRICTS AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974".

Ordinance referral item 2 was reviewed by the Board and it was recommended item (3) d (Safety & Stability) be clarified to include tripping hazards and inclement weather conditions which may impact the safety and stability of these signs. The Board unanimously endorsed the ordinance with the amendment as discussed and it was found to be consistent with the Master Plan.

- [3] CREATING EXCEPTIONS TO LOT SIZE REQUIREMENTS FOR EXISTING SMALL LOTS IN THE FORMER TOWNSHIP OF PRINCETON AND AMENDING THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968"

This ordinance had the most discussion and presented concerns to several of the Board members as well as members of the public. It was explained that this amendment was at the request of the Zoning Board of Adjustment (ZBA) as the former Borough code permits this type of exemption, while the former

Township code does not. Public comment on this amendment focused on the need to review and restrict house size. It was the belief that exempting formal board review of isolated undersized lots would increase the number of teardowns. A recommendation was made to clarify the term lot by including the word 'isolated'.

The Board endorsed the ordinance with the recommended amendment with the following roll call vote:

FOR: Cohen, Trotman, Ullman, Gunning, Williamson
 AGAINST: Capozzoli, Crumiller, Lempert, Quinn
 and was found to be consistent with the Master Plan

It was noted that should Council decide not to adopt this amendment, the ordinance in the former Borough Code that does permit the lot size exemption be removed from the code to create a fairness in the application review process.

[6] REVISING THE DEFINITION OF FLOOR AREA RATIO AND OTHER TERMS ELIMINATING CERTAIN EXCEPTIONS AND EXCLUSIONS FROM THE CALCULATION OF FLOOR AREA RATIO, AND AMENDING THE "CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY, 1974" AND THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968"

The Board reviewed the definitions and discussed a memorandum of minor changes to the definition of attic and floor area as follows:

Suggested change

Attic. The part of a building that is immediately below and wholly or partly within the roof framing.

Suggested changes

Floor Area. The total area of all of the stories of all structures on the lot, measured from the outside faces of the exterior walls or from the exterior roof edges where the structure has no walls and including the following, although not by way of limitation: interior balconies and mezzanines, roofed and/or enclosed areas such as sheds, barns, garages, and carports, but with the following exceptions where the primary use is as single-family residence: basements, attics and in addition roofed porches with at least one open side to the extent of one two hundred square feet shall not be counted as floor area be exempt. Attic space in a single family or two family residence with a height of 7' or more measured from the finished floor to the roof rafter shall be counted as floor area except for an area that is less than one third of the area of the floor directly below. Attic areas in a single family or two family residence with a height of less than seven feet measured from finished floor to roof rafter shall not be counted as floor area.

The Board unanimously endorsed the ordinance amendment and found it to be consistent with the Princeton Community Master Plan. The Princeton Planning Board wishes to thank Princeton Council in providing them an opportunity to review this amendment.

cc: Liz Lempert, Mayor
 Marc Dashield, Administrator
 Kathryn Monzo, Deputy Administrator
 Kathleen Brzezynski, Deputy Clerk
 Trishka Cecil, Esq.
 Lee Solow, Director of Planning



Mayor and Council
400 Witherspoon Street
Princeton, NJ 08540

Meeting: 04/25/16 06:00 PM
Department: Clerk

AGENDA ITEM

Edens, Princeton Shopping Center Construction Improvements