



**PRINCETON**  
**MAYOR AND COUNCIL OF PRINCETON**  
**MINUTES • JANUARY 13, 2016**

**Draft**

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**Special Meeting**

**Main Council Room**

**7:00 PM**

400 Witherspoon Street, Princeton, NJ 08540

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**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 30, 2015 at 12:00 p.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. PLEDGE OF ALLEGIANCE**

The audience participated in the pledge of allegiance.

**III. ROLL CALL**

The Municipal Clerk then called the roll.

Present: Councilwoman Crumiller, Councilwoman Howard, Council President Liverman, Councilman Miller, Councilman Simon and Mayor Lempert.

Absent: Councilwoman Butler.

Also Present: Mr. Dashield, Administrator, and Ms. Monzo, Deputy Administrator.

**IV. COMMENTS FROM THE PUBLIC**

Daniel Harris, 28 Dodds Lane, outlined his suggested Mayor and Council priorities for 2016.

(Memorandum appended to this set of minutes)

Stephanie Chorney, 11 Race Street; Baineey Suri, 19 Chestnut Street and Steve Hiltner, 39 North Harrison Street, suggested that consideration be given to environmental issues as part of Council's 2016 priorities.

John Heilner, 144 Library Place said that he had four suggestions in regards to social justice issues that need to be addressed by Council: designating the Witherspoon-Jackson neighborhood as an historic district; reinvigorating an independent Civil Rights Commission; adopting an earned sick day's ordinance; and adopting an ordinance or amending regulations to deter wage theft in industries beyond landscaping.

(Memorandum appended to this set of minutes)

Lewis Maltby, 128 Stone Cliff Road; Leticia Fraga, 15 Houghton Road; Luis Estrada, 174 Jonathan Dayton Court; Mary Ellen Marino, 9 Horner Lane and Craig

Garcia, 52 Birch Avenue, spoke in favor of adopting an earned sick day's ordinance and adopting an ordinance or amending regulations to deter wage theft.

Dosier Hammond, 87 Leigh Avenue; Kip Cherry, 27 Dempsey Avenue; Anne Neumann, 22 Alexander Street and Leighton Newlin, 230 Birch Avenue, spoke in favor of designating the Witherspoon-Jackson neighborhood as a historic district and the need for more affordable housing.

Mia Sachs, 405 Terhune Road, stated that the tenor of Council meetings are hostile and that there is a need for a more respectful discourse.

Jeff Bergman, 300 Dodds Lane, asked that consideration be given to municipal wide Wi-Fi.

Mary Clurman, 121 Harris Road, said that more consideration needs to be given to parking for lower income residents.

Mary Ellen Marino, 9 Horner Lane, raised concerns regarding the Dinky and stated that people did not know where it is located.

**V. WORK SESSION: GOALS & PRIORITIES, MARC DASHIELD, FACILITATOR**

Mr. Dashield worked with the Mayor and Council on a Goals and Priorities setting exercise for 2016.

Upon completion of the exercise, Mr. Dashield said that he would prepare a list of the goals and priorities as set by Council through this exercise for discussion at the January 25, 2016 Council meeting.

(Goal Session Outline, 2016 Goals and Priorities appended to this set of minutes)

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:30 p.m.

Linda S. McDermott  
Municipal Clerk

# Status Report – 2015 Council Priorities

(Open Projects Only)

This report provides an update on projects initiated in 2015 but not yet completed or are classified as on- going projects.

CODE	<b>PROGRESSING</b>	<b>LIMITED PROGRESS</b>	<b>UNFAVORABLE PROGRESS</b>
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## Strategic Priority: Provide a Well Run Community

	PROJECT	<b>Explore the feasibility of succession planning for large operating departments.</b>
	STATUS	Completed a plan to ease the impact of major retirements in the police department. Planning for 2016 will include preparation of a plan for major retirements in Engineering and Affordable Housing.

	PROJECT	<b>Maximize the use of Access Princeton.</b>
	STATUS	Instituted new services including, on-line registration of department programs, and passport services. Access Princeton continues to provide customer service training for employees.

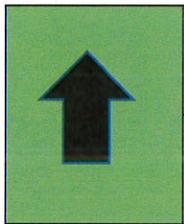
	PROJECT	<b>Develop style guide for all communications, emails, signs, and letterhead and develop a communication committee.</b>
	STATUS	We established a communications committee. Completed the design for letterhead and improvements to the municipal logo. In 2016, we plan to prepare a draft style guide.

	PROJECT	<b>Improve website for appearance and accessibility.</b>
	STATUS	The website design committee was established, a consultant was hired and the website template agreed upon. The Initial prototype website is in the process of being built. The website is expected to be completed by March/April 2016.

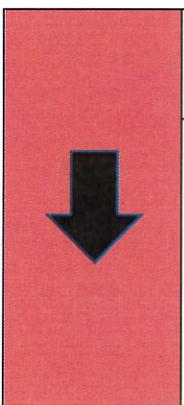
# Status Report – 2015 Council Priorities

(Open Projects Only)

	PROJECT	<b>Fine tune the process of circulating the agendas and supporting documents ahead of meetings.</b>
	STATUS	We have developed a policy for completion of minutes. Staff has developed a new review system for minutes and standardized the format for presenting agenda supporting materials. An evaluation of agenda management software to be completed in 2016.

	PROJECT	<b>Mary Moss Park – development of neighborhood playground.</b>
	STATUS	The design firm was hired. Community input and design will be completed in the Spring 2016. The design work is expected to be complete in the summer of 2016. Construction to start in Spring of 2017.

	PROJECT	<b>Implement approved “Cold Storage” equipment facility.</b>
	STATUS	Several alternatives and cost estimates were prepared. Public Works committee will provide guidance on final alternative to be approved. Depending on alternative selected, cost estimates will be revised.

	PROJECT	<b>Improve appearance of CBD, abandon bikes, trash and empty tree wells.</b>
	STATUS	Police and DPW coordinated a sweep to remove abandon bikes.  Projects were not initiated until late 2015. Two projects identified for completion in 2016, street tree planting on Nassau Street and the development of Streetscape standards, “Streetscape palate”.  Street tree planting scheduled for the Spring of 2016. Staff Interviewed a consultant to develop a framework for the streetscape project.

# Status Report – 2015 Council Priorities

*(Open Projects Only)*

## Strategic Priority: Provide a Safe and Inclusive Community

	PROJECT	<b>Review results of Fire Department space and equipment needs study.</b>
	STATUS	Draft report completed by consultant. Consultant directed to provide additional alternatives to meet the spatial needs identified in the draft report.

	PROJECT	<b>Implement Police Department strategic plan.</b>
	STATUS	The strategic plan has been completed. 75% of outlined objectives in the plan have been initiated.

	PROJECT	<b>Develop Bicycle Path Plan as an element of the master plan.</b>
	STATUS	Consultant hired, existing conditions identified and public input process initiated. In 2016, we expect the completion of draft recommendations from the consultant, further public input and final approved plan.

## Strategic Priority: Provide a Financially Sustainable Community

	PROJECT	<b>Prepare plan for Council approval to begin moving long term capital expenses to current budget.</b>
	STATUS	Moved \$200,000.00 in capital expenses into 2015 budget. The transfer of capital expenses to current fund will be an on-going project. New targets to be developed annually.

# Status Report – 2015 Council Priorities

*(Open Projects Only)*

	PROJECT	<b>Establish a capital asset maintenance replacement plan for all capital assets.</b>
	STATUS	Completed vehicle inventory. Identified the likely replacement year for each vehicle. An assessment will be conducted of the vehicle in 2016. Critical building components were Identified and a replacement plan developed in 2016.

## **Strategic Priority - Provide a Financially Sustainable Community**

### **1.1. Area of Focus - Promote Long Range Fiscal Planning**

1. **Review and possible reset of long term capital plan.** [develop realistic 10 yr. plan]
2. Develop a multi-year financial forecast.
3. Resolve ambiguous Valley Road Building status, as it would be an ideal site for municipal use
4. Create annual ICMA (International City/County Management Association) financial trend monitoring analysis report
5. Develop / adopt a methodology to analyze the financial impact of master plan and zoning changes

### **1.2. Area of Focus - Management of Operational Cost**

1. **Seek ways to constrain legal costs.**
  - a. Explore in-house legal counsel
  - b. Review OPRA policy, costs are escalating
2. **Look for “best practices” to involve all staff in budget and cost savings.**
3. Find a way or mechanism to have staff suggest cost savings techniques for their departments
  - a. Develop process for reviewing advisability and feasibility of new grant applications
  - b. Review health insurance options
  - c. Develop and implement process for informing council of any new hires in advance

### **1.3. Area of Focus- Other**

1. Institute system for evaluating software license renewals which includes evaluation
2. Provide quarterly reviews to the public of long range fiscal planning plan
3. Review fees for parking, tree removal and other permits, and establish policy for regular review
4. Create a parking system on the east end of town. Off hour shared parking.
5. Establish Economic Development Task Force to explore opportunities for attracting knowledge based businesses to Princeton
6. Explore ways of enhancing non-residential property tax sources of municipal revenue

### **3. Strategic Priority - Provide a Well Run Community**

#### **3.1. Area of Focus - Improve Departmental Operations**

1. **Maximize the use of Access Princeton.**
  - a. Rename Access Princeton to reduce confusion, evaluate use and cost effectiveness of software versus a receptionist (very few use the app)
  - b. Change this to be a review of the efficacy. Could we run this with just the software
2. Develop a strategic plan for Public Works department.
3. Implement Open Space Task Force Recommendations
4. Improve customer service skills for various depts. (ie phone and people skills)

#### **3.2. Area of Focus - Improve External and Internal Communications**

1. Broaden democratic participation by incorporating online comments on agenda items into our process
2. Implement recommendations of Advisory Planning District Task Force
3. Finalize Employee Directory
4. Is there any support for hiring someone to assist in communications? Part time? Proofreader?
5. Implement neighborhood planning program

#### **3.3. Area of Focus - Improve Governance**

1. **Complete harmonization of parking ordinance.**
  - a. Reconsider the parking meters on Palmer Square now that post office has moved.
  - b. Review meter time limits.
2. Fine-tune the process of circulating the agendas and supporting documents ahead of meetings.
3. New agenda software
4. Reorganize transportation-related BCCs structure
5. Create by-laws or standing rules for the governing body
6. Integrate BCC 's into the goal/priority planning process

#### **3.4. Areas of Focus - Improve Municipal Infrastructure**

1. **Improve appearance of CBD, abandoned bikes, trash and empty tree wells.**
  - a. Nassau St. Streetscape initiative with CBD working group/PU

#### **4. Focus Areas Other Issues**

1. Witherspoon Jackson historic district designation.
2. Possible use of form-based zoning
  - a. Consider Form Based Code
3. Will a need for micro-zoning emerge from the discussions on W-J? Much of the zoning in the neighborhood isn't consistent with current use.
4. Review E-1 zones and their permitted uses
5. Prepare for expanded organics recycling with Trenton Biogas plant; planned startup in 3<sup>rd</sup> Quarter of 2016.
  - a. Could we expanded municipal organics recycling, or transition to a new program run by Mercer County
6. Look at preserving neighborhoods by possible zoning reg.
7. Explore use of benefit/cost analysis as one of the many factors to be used in evaluating desirability of municipal initiatives
8. Establish guidelines for future acquisition of open space and use of municipal open space tax
9. Develop Climate Action
10. Place anonymous suggestion boxes in municipal buildings for both employees and public to comment

## **PC agenda items for 2016: priorities**

Daniel A. Harris, 28 Dodds Lane

### **I. Ordinance designating Witherspoon Jackson neighborhood as an Historic District, as per the Wise Preservation Planning Group report and the unanimous HPC resolution (12/14/15).**

The cultural and historic character of this neighborhood make it distinct, not only in Princeton but in the wider United States. The memory-bank of the buildings, and the porch-life that has connected people with buildings for decades is foregrounded in the Wise Report, which nowhere entertains the thought that the mere designation of a few historic places would be adequate to protect the integrity of the WJ neighborhood as a whole, much less the simple placing of a marker or plaque on or in front of a building. I urge PC to reject those inadequate solutions for the matter of cultural preservation, whose percentage of remaining structures is more intact at 71% than in many other areas Wise has considered (and Wise notes that the percentage would be higher if the currently vacant properties were deducted from the total). Efficient and open-minded speed, and not “deliberate speed” (which has sometimes amounted to a crawl) is necessary to preserve the integrity and affordability of one of Princeton’s most valuable human and architectural assets. HPC is currently developing a new website and new brochures with information/guidelines/examples/resources for *all Historic Districts*; no guidelines specific to WJ alone have been deemed either necessary or appropriate. While a consideration of rezoning may be desired in the future, that path does not now affect the WJ area, nor can it contribute to the paramount achieving of preservation now.

### **II. Substantive review of present leaf/brush program leading to new regulations and/or a new ordinance**

PEC has recommended such a review for at least four years; it is time for PC to act. It is financially irresponsible not to do so. Current costs range from a minimum 650K to 800K, with gas costs still unaccounted for. Breakout of program costs should be undertaken and made public for purposes of citizen/resident education, with input from the Citizens’ Finance Committee; computer software and equipment to obtain \$\$\$ figures for gas should be purchased as needed.

1)) leaf/brush management should be done by homeowners onsite where possible; A task force might well determine parameters of responsibility (incl. but not limited to distinction between “large-lots” and “small lots”; deadline for submission of public report should be established.

2) present leaf/brush expenses are more properly spent on projects that benefit the general citizenry of Princeton, not individual homeowners (e.g., PPL, Corner House, Princeton Senior Resource Center)

3) collection and composting of leaves OFFSITE is counterproductive: why waste gas, human-power and salaries to transport leaves offsite when they can be composted by homeowners onsite?

4) In June, 2014, PEC recommended as an option that homeowners “pay to use” general tax dollars for their individual leaf/brush pick up. PC should consider this option along with others.

5) Leaves left on the street are a hazard to cars, pedestrians, and bicyclists alike.

### III. Affordable Housing.

Princeton should move forward as rapidly as possible with designating or creating new affordable housing units. Our population in need is severely underserved. Princeton cannot attain its goals of inclusion and diversity without a major push for more affordable housing now. I subscribe to the views and figures powerfully put forth by Anne Neumann in her article in *The Princeton Packet*, 2/2/15, excerpted below. 15.2% of Princeton’s population lives at or below the poverty line; the disparity between the lowest 20% of household income and the highest 20% of household income “is one of the widest in New Jersey” (source: placard on the wall of the long corridor in the Municipal Building). Thirteen (13) sites have been identified as being suitable for affordable housing. Action should be taken as soon as possible. Please note that one of the sites (near the PSOC plant) has been effectively ruled out (I understand) because of its distance from either the downtown or the Princeton Shopping Center, as well as the lack of public transportation. Another site at the NW corner of Block 1001 (Herrontown and Mt. Lucas Roads) may arise for potential use for affordable housing, but the current proposal (still in the hypothetical phase) does not yet mandate a 20% set-aside for affordable-housing units.

Anne Neumann’s analysis and perspective:

“A Fair Share Housing advocate [suggests] 1,163 new units as Princeton’s affordable-housing obligation through 2025, and a court-appointed consultant suggested 424. Alas, Mr. Solow’s plan chooses the lower number. . . . Mr. Solow’s plan includes not 424 housing units, but only 339 units plus 107 “bonus credits” . . . earned in the past. Of those 339 units, moreover, 154 have already been constructed, including 67 units at Harriet Bryant House, which opened in 2007. Another 120 units are already under construction, including 56 units at AvalonBay and 56 in the university’s Merwick/Stanworth housing. . . . The 10-year plan envisions only 85 genuinely new affordable units: 40 units added to Princeton Community Village, five (a 20 percent set-aside) of 25 homes on the Franklin Street parking lot, 10 of 50 homes by the Princeton Shopping Center, and 30 of 150 residential units added to commercial buildings along Route 206 near Herrontown Road. . . . “In other words, Mr. Solow’s proposal seems less about adding affordable housing than about surviving Judge Jacobson’s scrutiny. Mr. Solow’s 339 units are “new” because they haven’t yet been counted in meeting Princeton’s Mount Laurel obligations. . . . “Suppose we add those 339 units to Princeton’s 791 older affordable housing units. That’s 1,130 legally-defined affordable units, or 11.3 percent of about 10,000 housing units in Princeton as a whole. . . . “That sounds reasonable. But, unfortunately, of Princeton’s 9,328 actual households in 2013 (the last year I have figures for), 1,461 households (15.7 percent) had incomes below \$30,000, while another 1,537 (16.5 percent) had

incomes between \$30,000 and \$60,000. This means that 2,998 Princeton households (32.2 percent) would have (depending on family size) been eligible for state-mandated affordable housing in 2013.”

#### **IV. Earned Pay for Sick-Days. Is an ordinance required? Please explore.**

Princeton should be a NJ and regional leader on this issue. I believe PC has already begun work on this matter of social and economic justice, as well as common sense. It makes no sense to have sick people coming to work they may not adequately be able to do without putting themselves at further risk (not to mention risk of infection).

PSL (paid sick leave) should be mandated in Princeton wherever possible, and at a minimum for municipal employees throughout the full range of workers. If it is possible for Princeton municipality to exercise legal or other pressure on companies with which the municipality contracts, I would strongly urge that move also. For comparison's sake, the PEC has constructed with much labor a Green Buildings Guidelines document which is now applicable to any company or corporation that builds in Princeton. A similar document should be constructed for PSL in relation to Princeton's contractors and other operations.

I understand that Princeton merchants are beginning to talk about PSL. PC should actively encourage these discussions and become part of them, perhaps by means of PMA. PSL for restaurant-workers and other food-operations would be particularly important.

PC's action on this matter may well help leverage Princeton University to do likewise; you will all remember that President Eisgruber balked on this issue when Councilwoman Crumiller pressed him (joint PC meeting with PU president, 12/14/15).

PSL affects in many cases the most vulnerable and least-assisted people who live and work in our community. It is a matter of social justice that they be helped to the utmost. I was fortunate enough to have spent my entire working career in what is still called a white-collar job; if I was ill, I called the English Department secretary, told her (always her) that I was ill, and would she please put a notice on the doors of the classrooms in which I would have taught (pre-cellphone and apps). My pay was never docked. Such an idea would have been unthinkable.

The New York City act for PSL (2014) is printed in 50 different languages. PC has a significant precedent and model to follow.

#### **V. Revival / reinstatement of the Princeton Civil Rights Commission.**

Who can oppose this matter as a priority item for PC in 2016?

## Linda McDermott

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**From:** John Heilner <heilner4@verizon.net>  
**Sent:** Wednesday, January 13, 2016 10:46 PM  
**To:** Liz Lempert; Heather Howard; Crumiller Jenny; Liverman Lance; Jo Butler; Simon Patrick; Miller Bernie  
**Cc:** Kathryn Monzo; Marc Dashield; Linda McDermott; Trishka Cecil W.  
**Subject:** 2016 Priorities - John Heilner Thoughts At Tonight's Meeting

Dear Madam Mayor and Council People,

There are four very high priority social justice issues that need to be addressed - and acted upon - by Council in 2016. Princeton prides itself on being a socially progressive town that does the right thing. Now we need to let our actions show that our words are not just words.

- 1) **Designate the Witherspoon-Jackson neighborhood as an historic district.** Others can speak better than I about the long, rich and complicated history of this area. Designation is social justice because:
  - a) The residents of this area were discriminated against for decades, no centuries. They deserve to have their physical and cultural history recognized.
  - b) Designation will prevent almost all tear downs of small houses. Lower income people can continue to own homes and rent here.
  - c) Designation will stabilize taxes because very large homes will not be built next to small ones, increasing tax assessments on the latter.
  - d) This is the most urgent of Princeton's social justice issues, because each month we delay more properties are forever changed.
  
- 2) **Reinvigorate an independent Civil Rights Commission.** It was first established in 1968, then downgraded to a subcommittee of the Human Services Department in 1998. Its work came to a grinding halt in 2008 after squabbling between different municipal departments. Make this an independent Commission once again. All residents should feel that they have a place to go for fair, unbiased mediation in civil rights cases.
  
- 3) **Pass an Earned Sick Days Ordinance** that covers all public and private workers, including part-timers working less than 20 hours per week. Ten other NJ municipalities already have. Frankly, I'm embarrassed that Princeton has not. You have a draft ordinance that limits accrual of earned sick time to 40 hours for large firms, 24 hours for smaller firms. Low wage workers must often cobble together 2-3 part time jobs. Do not exclude them.
  
- 4) **Pass an ordinance or amend regulations to deter wage theft in industries beyond landscaping** as you did in June 2014. While most employers do not engage in wage theft, unfortunately some do. The Police Department, the Human Services Department and workers' rights non-profits hear about those that are reported (many are not) and do the best they can to mediate a solution. A strong ordinance will make it clear that wage theft, often of our most vulnerable residents, will not be tolerated in Princeton.

Thank you,  
John Heilner  
Library Place