



PRINCETON
MAYOR AND COUNCIL OF PRINCETON
MINUTES • APRIL 25, 2016

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 April 22, 2016 at 9:25 a.m., said notice 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 for Council: Mayor Lempert, Councilwoman Butler, Councilwoman Crumiller, Councilwoman Howard, Council President Liverman, Councilman Miller and Councilman Simon.

Absent: None.

Also Present: Mr. Dashield, Administrator, and Ms. Cecil, Esq, Mason, Griffin & Pierson.

III. PLEDGE OF ALLEGIANCE

The audience participated in the pledge of allegiance.

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

1. 16-114 Resolution, Closed Session

The discussion regarding the Deputy Administrator was removed from the closed session agenda.

Mayor Lempert and Ms. Howard were not present for discussions concerning the Knapp vs. Princeton Borough and the Fields et al v. Princeton University et al tax appeals.

Mayor Lempert and Ms. Howard returned and participated in the discussions concerning COAH/Affordable Housing Update and the position of Municipal Engineer.

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

2. Litigation: Affordable Housing Declaratory Judgement Action Update
3. Litigation: Knapp Vs. Borough of Princeton, et al: discussion of lawsuit
4. Litigation: Fields et al. v. Princeton University et al. tax appeals, Tax Court Docket Nos. 10656-2011, 5904-2014, and 7556-2016: discussion of lawsuit
5. Personnel: Municipal Engineer position

The above referenced items were discussed by the Council.

V. 7:00 P.M. OPEN SESSION

VI. APPROVAL OF MINUTES

1. December 7, 2015

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

VII. ANNOUNCEMENTS

Ms. Butler said that there will be a meeting with the consultant for Mary Moss Park on May 3, 2016.

Ms. Butler also reported that there will be an event at the Community Park Pool on June 10, 2016 to honor Larry Ivan.

VIII. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

Anne Neumann, Alexander Street, expressed her concerns about the current rehabilitation of the Princeton Shopping Center. She said that downtown Princeton is primarily for tourists and that the shopping center is also being turned into a tourist center with upscale shops.

Louis Wildman, Jordan's, Princeton Shopping Center, said that his store has been located in Princeton for 34 years and will be closing his store in the near future and he thanked the municipality and the residents of Princeton for accepting them.

Kip Cherry, Dempsey Avenue, said that the Princeton Shopping Center is the resident's local shopping center and that she was apprehensive about the new stores that were opening for business.

IX. PRESENTATION**1. Edens, Princeton Shopping Center Construction Improvements**

David Germakin, Vice President of Development for Edens, discussed with the Mayor and Council the current updates and improvements to the Princeton Shopping Center. He said that “local” is the vision for the Princeton Shopping Center and that they have renewed or extended the leases for 20 of the existing tenants. Mr. Germakin said that they were repaving the parking lots and repairing the sidewalks. He said that the former service station will be opening as “Nomad Pizza” in May, 2016.

Ms. Howard said that she was concerned about who the new tenants would be in the Princeton Shopping Center. She voiced concern over the possibility of losing the laundromat as a tenant since it is the only laundromat in Princeton. Mr. Germakin said that the laundromat was recently given a long term lease.

Ms. Butler said that she has heard some complaints from the Princeton residents and that she was very sorry that Jordan’s will be closing.

Mr. Germakin said that the intent is to add complimentary stores and to give everyone a reason to spend their time and money at the Princeton Shopping Center.

Mr. Liverman said that the Princeton Shopping Center is also a place where people meet and asked if the community aspects are being kept. Mr. Germakin said that yes absolutely they were and that there are two movies scheduled for this year with interactive components.

Mr. Simon thanked Mr. Germakin for coming to the meeting noting that the Council and Edens have heard the concerns of the residents regarding the rehabilitation of the shopping center and as well as their apprehension over the new stores.

Mayor Lempert also thanked Mr. Germakin and said that Princeton loves its shopping center.

2. Plastic Bag Recycling Program, Sustainable Princeton/Princeton Merchants Association

Christine Symington, Sustainable Princeton discussed with the Mayor and Council a collaborative effort between the Princeton Merchants Association, McCaffrey’s and Sustainable Princeton regarding a plastic bag reuse, reduction and collection program. John Marshall, Princeton Merchants Association and Lou Campo, McCaffrey’s, were also present.

Ms. Symington said that there are thirteen locations that are collecting plastic packaging film and bags. She said that there has been a 10% increase in McCaffrey’s plastic bag refunds in the first three months of the campaign, August–November, 2015, compared to the same period in 2014.

Ms. Symington said that there has been 94,000 less single use plastic bags purchased by McCaffreys's in September-December, 2015 as compared to September – December, 2014. She reported that seven tons of plastic packaging film and bags were diverted from the landfill in July-December, 2015.

Ms. Symington said that the next steps include expanding collection locations to additional schools and businesses, and expanding the campaign with the Princeton Regional Chamber of Commerce.

X. REPORTS

1. 2015 Annual Police Report

Chief Sutter said that the Annual Report was written under the best practices of policing, gives a vision for the future of the police department and gives them a roadmap of how to get there. He said that the demographics that make up the Princeton Police Department reflect the Princeton community.

Ms. Howard complimented Chief Sutter and said that the monthly police reports are always terrific. She asked that the police department work with Rutgers University to analyze the data as presented.

2. February 2016 Police Report

Chief Sutter reported that four new officers graduated from the Mercer County Police Academy and all were leaders in their class.

Chief Sutter stated that Uber has established a presence in Princeton and while difficult to enforce from a police standpoint, it is used extensively. He said that the police department has reached out to the Taxi Association to discuss this difficult situation.

Ms. Butler thanked Chief Sutter for providing an update on Uber.

Ms. Crumiller asked how many narcotics arrests have been from the Princeton University campus. Chief Sutter said that there were eight in 2014, 11 in 2015 and 15 in 2016 to date.

Mr. Simon asked if the Public Safety Committee has reviewed statistics with regard to the Racial Ethnic Breakdown of arrests. He said that it was disparating with relation to the population of the community and that it appears to have a much higher African American fraction. Chief Sutter said that this has been reviewed and will be part of the study that is being done through Rutgers. He reported that a majority of arrests are generated through enforcement contacts (i.e. motor vehicle stops) and that there are a certain amount that are generated through calls that we have no control over.

Mayor Lempert thanked the police department for their traffic enforcement efforts and notifications of where and when the enforcements will take place.

COUNCIL REPORTS

Ms. Howard stated that the Legal Committee is working on the Request for Proposals (RFP) for legal services. Ms. Howard said that Princeton is the only municipality that is a member of "Welcome America". Ms. Howard also reported that the application for the Princeton Youth Academy is available online on the Princeton Municipal website.

Mr. Miller said that as he had said in a previous report to Council that The Emerald Ash Borer (EAB) is an invasive pest from Asia that is killing ash trees in 25 states including New Jersey. Since first discovered in Detroit in 2002 it has killed hundreds of millions of ash trees. According to the data in the tree inventory, the Princeton tree canopy contains about 2,000 ash trees of several different species, all in the public right of way. There is no data available as to the location and number of ash trees in municipal parks open space and on private property with the exception of Marquand Park.

Mr. Miller said that the tree inventory indicates that approximately 365 of these ash trees are dead, dying or in poor condition; however, at this time we do not know to what extent of this is attributable to the EAB. Thanks to the tree inventory, we know which streets and at which properties these dead or critical trees are located. When dead ash trees become brittle and dangerous and should be removed before they become a danger to residents and visitors to Princeton should they fall. The cost of removal has been addressed in studies by the state's EAB Task Force, and it is estimated that a contractor working under a removal contract would range from \$45.00 per Diameter at Breast Height (DBH) for trees under 12" to \$64 per DBH for trees over 36".

Possible courses of action are:

No Action: If we take no action virtually 100% of the ash trees in Princeton will be dead within 8 years. With no plan for replacement Princeton will face a major loss in our tree canopy and increased expense of taking down trees that are already dead.

Selective Management: Using chemical treatment for high value and legacy ash trees in selected streets and parks, and taking no action on the remainder, the expected result will be that many of the treated ashes will survive and the remainder will die and be replaced with non-host species. The state recommendation for this approach is to remove all ash trees under 12" Diameter at Breast Height (DBH) and over 29" Diameter at Standard Height (DSH). The remaining ash are then evaluated and removed or treated. Tree replacement (at 1:1 or 1:2) with non-susceptible species would be prioritized based on community needs. The State has prepared a Model Municipal Ordinance based on this option.

Preemptive Management: In this option, all ash trees on municipal property will be removed and replaced with other species that are not attractive to the EAB. The initial cost of this approach is high with removal and replacement costs compressed into a couple budget cycles.

Aggressive management: This option is the most aggressive and expensive as it includes active management of all ash in the municipality including roadways, parks and in yards. All dead or dying trees would be removed and replaced with species that are not attractive to the EAB and aggressive chemical pest management on all remaining ash trees on streets and municipal properties.

Mr. Miller said that as ash wood is valuable for use in furniture and other products, it is possible that a contractor conducting the removal of dead or dying ash trees might be able to somewhat mitigate the cost by stripping the infected bark and selling the ash wood if there is a demand. The state has developed a list of commercial loggers and recycle facilities that handle ash wood.

He said that in addition to utilizing information from the State of NJ EAB Task Force, the commission has contacted the arborist at Princeton University and other municipalities such as Madison, Wisconsin, in an effort to understand how the EAB problem is being handled in other jurisdictions.

The Shade Tree Commission also reported that, based on data in the tree inventory database, the tree maintenance backlog is high. There are approximately 547 trees (includes ash and other tree species) classified as dead or critical on municipal property that are in need of removal in the immediate future. In addition, 2182 trees are classified as in poor condition and in need of inspection and possible removal. It should be noted that the tree inventory data is from 2013 and has not been updated on a routine basis to reflect changes in the condition of the trees (storm damage, removals, pruning, etc.).

Mr. Miller said that The Shade Tree Commission will present a plan to Council and Administration containing options for dealing with the EAB problem, including costs and a public outreach proposal. The plan will be presented in time for Council to consider including funding for management of the EAB in the 2017 budget. Depending on the plan selected by Council, it is likely that dealing with the EAB infestation will be done over several years with a need for funding over several years as the ashes continue to die and be replaced with trees that do not host the EAB. He said that fortunately the tree inventory, which Commission members are working to update to reflect the changes in the tree population since the inventory was complete, will provide a reasonable guide to the location, size (tree diameter), and condition of the ash tree population (and that of trees requiring attention) so that time and money will not have to be spent searching for these trees. With an up to date tree inventory, reports can be produced to provide the Council with fairly accurate costs for the different options.

Ms. Butler stated that Community Park Pool will open for the 2016 season on Saturday, May 28, 2016. Ms. Butler said that there is an online petition encouraging Governor Christie to sign an Open Space bill.

XI. 2016 MUNICIPAL BUDGET PUBLIC HEARING

1. 2016-19 Ordinance to Exceed the Municipal Budget Appropriation Limits & to Establish a CAP Bank (N.J.S.A. 40A:4-45.14)

Mayor Lempert read by title the proposed ordinance and opened the public hearing.

Kate Warren, Jefferson Road asked if taxes will be increased if the CAP Bank is established. Mrs. Monzo said that it would not change the tax base.

Kip Cherry, 24 Dempsey Avenue, said that she understood that the CAP Bank was only to be used in emergencies, but that she was concerned about taxes and that taxpayers are left somewhat unprotected.

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

Motion - to adopt

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

2. Citizens Finance Advisory Committee Presentation, Scott Sillars, Chair

Mr. Sillars reviewed with the Mayor and Council a power point presentation regarding the 2016 Municipal Budget.

Mr. Sillars outlined changes from the introduced budget as they effect surplus projections. He said that in order to increase the 2016 projected surplus by \$300,000.00, taxes were increased by \$150,000.00 and Council and Administration were tasked with creating \$150,000.00 of additional actual savings. He said that these savings are not identified or reflected in the budget but are to be realized over the course of the year and will not be recognized into surplus until 2017.

Mr. Sillars said that modest changes were made to projection assumptions based on further review. He suggested that the process for projecting surplus be improved.

Mr. Sillars said that the February introduction and review deadline was missed and that the introduction did not include a surplus analysis. He said that the debt and capital policies are being observed, but not completely, and the six year capital plan is out of balance with the debt policy.

Mr. Sillars offered the following general observations: perform a strategic review of key departments, grow non-tax revenues where feasible, insist that departments with outside revenue sources fund their own budgets where feasible, focus on ratables growth and start budgeting and tracking vs. the prior year's actual expenses.

Ms. Crumiller said that she was struck by the surplus chart and noted that there was not much difference between AAA and AA+ bond rating. Ms. Butler said that it matters in the higher yield market.

Mr. Miller said that the surplus forecasts for 2017 and 2018 show even less surplus.

Mr. Sillars said that if we budget actual numbers instead of including the contingencies, it will make forecasting surplus numbers easier.

Mr. Simon proposed that the library's budget be reduced so that it will grow in the same proportion as the municipal budget. Mr. Simon also suggested instituting a hiring rollback and an across the board cut of the municipal budget.

(Power point presentation appended to this set of minutes)

3. Public Hearing, 2016 Municipal Budget

Mayor Lempert opened the public hearing on the 2016 Municipal Budget.

Anne Neumann, 22 Alexander Street, suggested that Council consider a temporary hiring freeze.

Kip Cherry, 24 Dempsey Avenue, said that she is concerned about the capital bond ordinance and that she supported an across the board cut.

Kate Warren, Jefferson Road, equated the tax increase to \$129.00 per household.

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

RESULT:	REFERRED [UNANIMOUS]	Next: 5/9/2016 6:30 PM
MOVER:	Patrick Simon, Councilman	
SECONDER:	Jo Butler, Councilwoman	
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon	

4. 16-115 Amendment to the Municipal Budget

Mr. Simon suggested an amendment to the 2016 Municipal Budget by amending the \$63,000.00 library appropriation, whereby the municipality holds this contribution flat.

Mr. Liverman said that the library has begun construction on the second floor, and that it was difficult to cut anyone's budget without examining the ramifications.

Ms. Crumiller said that she did not remember hearing a detailed explanation as to their budget increase.

Mr. Dashield said that he thought that we had brought Council a budget that was in good shape.

Mr. Simon offered a motion to amend the 2016 Municipal Budget by amending the \$63,000.00 library appropriation, whereby the municipality holds this contribution flat. Ms. Butler seconded the motion, which failed in a 3-2 roll call vote. Ms. Howard and Mr. Miller recused themselves for the vote and Mayor Lempert broke the tie by voting in the negative.

Mayor Lempert asked how the governing body expected the library to plan their budget.

Ms. Butler said that maybe an across the board cut was the fairest thing to do.

Ms. Howard said that an across the board cut was intriguing. She said that possibly a hiring freeze or the justification for all new hires should be explored. She stated that we have priorities and not everything is equal, so we have to decide what is fairest.

Mr. Dashield said that an across the board cut in the budget is difficult because it would translate into loss of services. In regards to a hiring freeze, we can be more rigorous in justify new hires.

Mr. Liverman said that he did agree with looking for savings in the budget but felt that there must be other ways to accomplish this.

Mr. Dashield said that health care costs could be examined and using Access Princeton in other service areas could be explored.

Mr. Miller said that the Finance Committee did not get to do its job. He suggested that they work with the Administrator over the next weeks to look for ways to reduce the proposed budget.

Mayor Lempert said that we will need to look at what the impacts are of any proposed cuts to the budget.

Mr. Dashield asked for a target amount that everyone agrees to.

Mayor Lempert suggested that the target amount be \$150,000.00.

Ms. Butler suggested that Council set the target amount higher and find an additional \$150,000.00

It was the consensus of Council to carry the amendment and adoption of the 2016 Municipal Budget until the meeting of May 9, 2016.

RESULT:	REFERRED [UNANIMOUS]	Next: 5/9/2016 6:30 PM
MOVER:	Patrick Simon, Councilman	
SECONDER:	Jo Butler, Councilwoman	
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon	

5. 16-125 Adoption of the 2016 Municipal Budget

RESULT:	REFERRED [UNANIMOUS]	Next: 5/9/2016 6:30 PM
MOVER:	Patrick Simon, Councilman	
SECONDER:	Jo Butler, Councilwoman	
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon	

Ms. Howard offered a motion to amend the agenda to hear ordinance introductions 2016-27 and 2016-28 at this time. Mr. Liverman seconded the motion, which was carried unanimously.

ORDINANCE INTRODUCTIONS

1. 2016-27 An Ordinance By Princeton Establishing A Civil Rights Commission And Amending The "Code Of The Borough Of Princeton, New Jersey, 1974." (Public Hearing May 23, 2016)

The Mayor read the proposed ordinance by title.

Mr. Dashield said that most cases do not reach a point in the process where they need to come before a Civil Rights Commission. He said that we should begin with the proposed ordinance establishing the Civil Rights Commission and then deal with the confidentiality issues.

Ms. Howard said that it is her best hope that complaints are handled before they would come before the Civil Rights Commission.

Mr. Liverman said that the former Township did a lot of good things when it came to civil rights. He said that he thought that there were many ways to make this work, but that we should start with something.

Ms. Butler said that it is her first instinct to table the proposed ordinance at this point. She is hesitant to call it a Commission if it does not have the power of a Commission.

Leticia Fraga, Chair, Civil Rights sub-committee, reaffirmed Princeton’s commitment to civil rights and suggested that the proposed ordinance be tabled until further review.

Mr. Dashield said that we need more time to put policies and procedures in place.

Elizabeth Bates, Civil Right sub-committee, asked that the proposed ordinance be tabled.

Yina Moore, 19 Green Street, thanked Council for their work on the proposed ordinance, but asked that it be tabled for further review.

John Heilner, Library Place, said that he was disappointed that one of two key pieces was not in in the proposed ordinance. He asked that Council table the proposed ordinance.

Anne Neumann, 22 Alexander Street, James Floyd, Harris Road, and Kip Cherry, Dempsey Avenue, said that they agreed with what has been said and also requested that the proposed ordinance be tabled.

It was the consensus of Council to table the proposed ordinance for further review.

RESULT:	TABLED
MOVER:	Jo Butler, Councilwoman
SECONDER:	Heather Howard, Councilwoman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

- 2. 2016-28 Bond Ordinance By Princeton Authorizing As A Local Improvement The Installation Of A Public Sanitary Sewer Main And Laterals Along A Portion Of Snowden Lane And Van Dyke Road, Appropriating The Sum Of \$775,000.00 Therefore, Providing For Financing Of Said Appropriation By The Making Of A Down Payment And Issuance Of Bonds And Notes Of Princeton And Further Providing For The Special Assessment Of One Hundred Percent (100%) Of The Cost Thereof.

The Mayor read the proposed ordinance by title.

Motion – to introduce

RESULT:	INTRODUCED [UNANIMOUS]	Next: 5/23/2016 6:30 PM
MOVER:	Jenny Crumiller, Councilwoman	
SECONDER:	Bernard Miller, Councilman	
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon	

XII. ORDINANCE PUBLIC HEARING

1. 2016-20 Bond Ordinance Providing For Various Capital Improvements In And By Princeton, In The County Of Mercer, New Jersey, Appropriating \$10,904,286 Therefor And Authorizing The Issuance Of \$8,866,063. Bonds or Notes of Princeton to Finance Part of the Cost Thereof.

Mayor Lempert read by title the proposed ordinance.

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

Motion - to adopt

RESULT: ADOPTED [6 TO 1]
MOVER: Jenny Crumiller, Councilwoman
SECONDER: Heather Howard, Councilwoman
AYES: Howard, Crumiller, Miller, Liverman, Butler
NAYS: Simon

2. 2016-21 Bond Ordinance Providing For Parking Utility Facility Repairs And The Acquisition Of A Vehicle For The Parking Utility In And By Princeton, In The County Of Mercer, New Jersey, Appropriating \$203,000 Therefor And Authorizing The Issuance Of \$203,000 Bonds Or Notes Of For Financing The Cost Thereof.

Mayor Lempert read by title the proposed ordinance.

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

Motion - to adopt

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

3. 2016-22 Bond Ordinance Providing For Sanitary Sewer Systems And Road Reconstruction Improvements In And By Princeton, In The County Of Mercer, New Jersey, Appropriating \$1,515,000 Therefor And Authorizing The Issuance Of \$1,515,000 Bonds Or Notes Of Princeton To Finance Part Of The Cost Thereof.

Mayor Lempert read by title the proposed ordinance.

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, Council President
SECONDER:	Jenny Crumiller, Councilwoman
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon

4. 2016-23 Ordinance Appropriating \$690,000 From The Sewer Trust Fund For Various Sewer Improvements In And By Princeton, In The County Of Mercer, New Jersey.

Mayor Lempert read by title the proposed ordinance.

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

Motion - to adopt

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

XIII. ORDINANCE INTRODUCTION

1. 2016-26 Land Use Application Fees And Amending Chapters 2 and 10B of the "Code Of The Township Of Princeton, New Jersey, 1968"

The Mayor read the proposed ordinance by title.

Motion – to introduce

RESULT:	INTRODUCED [UNANIMOUS]	Next: 5/23/2016 6:30 PM
MOVER:	Jenny Crumiller, Councilwoman	
SECONDER:	Heather Howard, Councilwoman	
AYES:	Howard, Crumiller, Miller, Liverman, Butler, Simon	

XIV. RESOLUTIONS

1. 16-117 Princeton Community Housing Development Corporation, 2016 Affordable Housing Administrative Agent, Not to Exceed \$34,576.00

RESULT:	TABLED
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2. 16-118 Authorizing an Agreement for Professional Planning Services With the RBA Group, Inc. For An Amount Not To Exceed \$57,258.00 for Professional Planning Services for a term of May 2, 2016 to May 31, 2017

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

XV. CONSENT AGENDA

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

1. Bills & Claims
2. Release of Maintenance Guarantee in the Amount of \$500.00 for Installation of Required On-site Improvements at 800 State Road to Sprint Spectrum LP Along With Any Remaining Escrows
3. Reduction of Inspection Fees Escrow in the Amount of \$5,000.00 for 469 North Harrison Street, Block 5501, Lot 3, Parking Lot Expansion to Church & Dwight Co., Inc.
4. Release of Maintenance Guarantee in the Amount of \$500.00 for Wireless Communication Facility at Tre-Petro Oil, 800 State Road to Verizon Wireless/Cellco
5. 16-119 Banner Request Over Washington Road, Princeton Regional Chamber of Commerce Announcing Mid-Summer Marketing Showcase, July 11-18, 2016
6. 16-120 Banner Request Over Washington Road by The Princeton Festival Announcing Their Annual Summer Performing Arts Festival, June 6-13, 2016.
7. 16-121 FreeB Change Order 1 to Wolfington Body Company, Inc. in the Not to Exceed Amount of \$800.00, Resulting in an Amended Contract Amount of \$90,715.00
8. 16-122 Resolution Authorizing Princeton University Reunions 2016 Fireworks, May 28, 2016

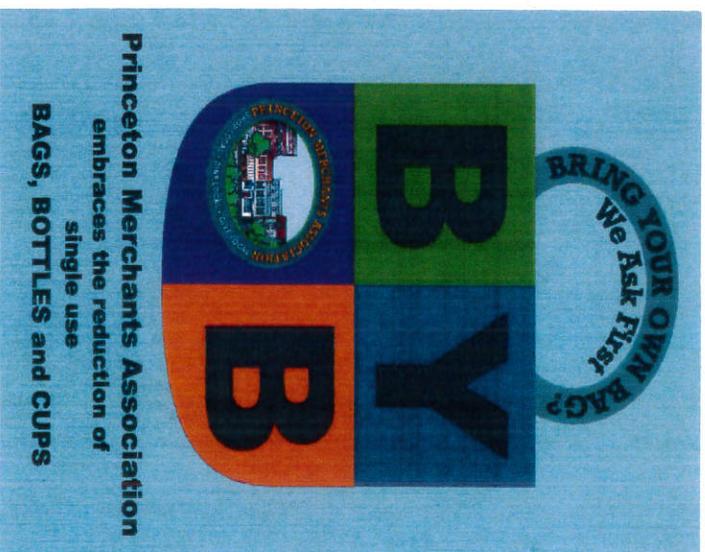
XVI. ADJOURNMENT

There being no further business the meeting was adjourned at 11:55 p.m.

Linda S. McDermott
Municipal Clerk

"LEARN YOUR ABC'S" BYOBAG CAMPAIGN

REVIEW & UPDATE



Campaign Partners



BUSINESS & COMMUNITY. FEELING TOGETHER.



The "Learn Your ABCs" BYOBag campaign encourages merchants and patrons to:

Ask First

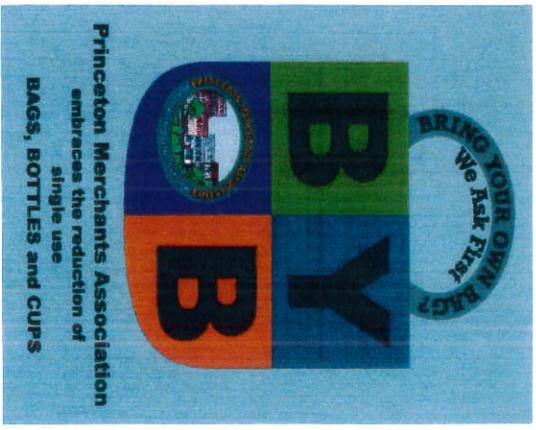
- Ask patrons "Did you bring your own bag(s)?"
- "Do you need a bag?" before offering one
- Train patrons to do the same, and tell their sales clerks when they don't want a bag.

Bring Your Own Bag

- Encourage patrons to bring their own bag through reward and recognition

Collect

- Provide a bin to patrons to deposit single use plastic bags and other plastic packaging film such as bread bags, dry cleaning bags, food storage bags
- Encourage patrons to collect at home
- Provide access to merchants to deposit their "back of house" operational plastic packaging films and bags



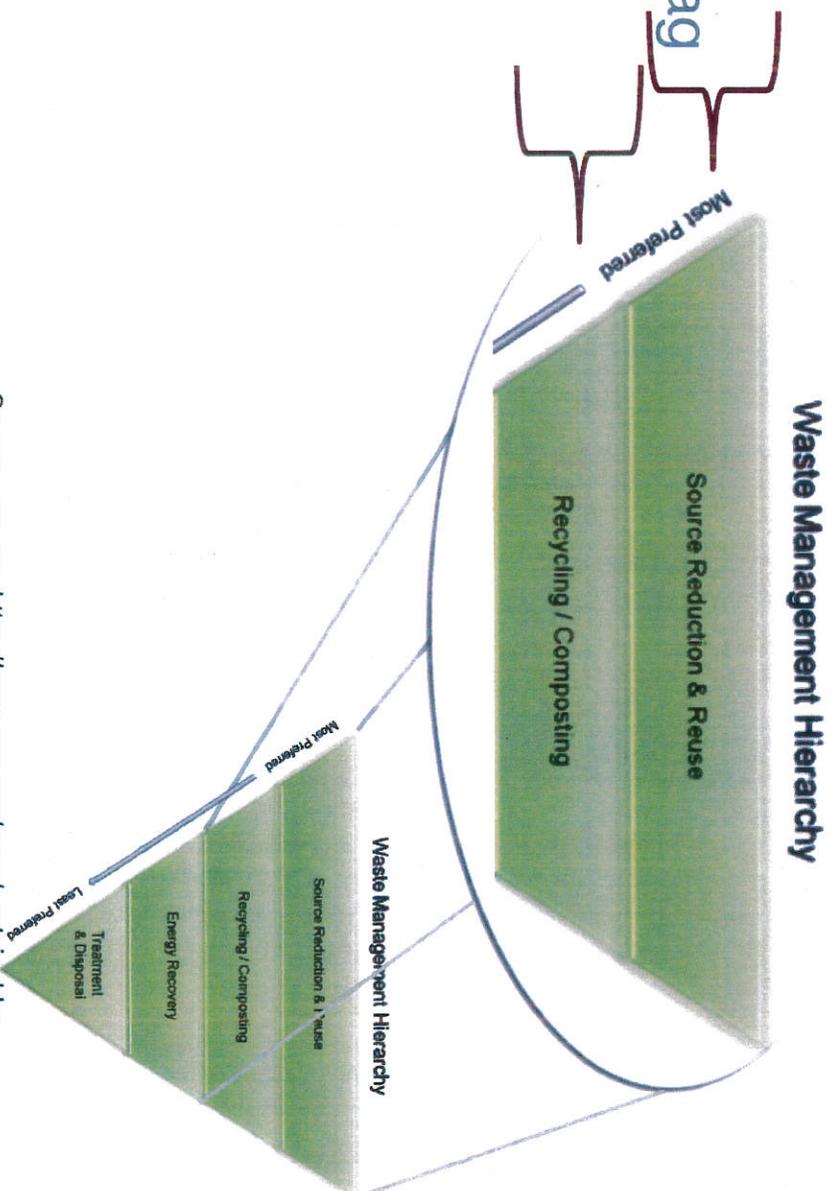
Window cling for participating locations



BAGSAVR+ to collect plastic packaging film and bags at home **2**

“Learn Your ABC’s” Follows the EPA’s Waste Management Hierarchy

Ask First
Bring Your Own Bag
Collect



Source: epa.gov: <https://www.epa.gov/smm/sustainable-materials-management-non-hazardous-materials-and-waste-management-hierarchy>



How is the Campaign Doing?

13 locations collecting plastic packaging film & bags

10% increase in McCaffrey's bag refunds in the first 3 months of the campaign compared to the same period in 2014

94,000 less single use plastic bags purchased by McCaffrey's in Sep-Dec '15 compared to Sep-Dec '14

7 tons of plastic packaging film and bags were diverted from the landfill in the first 6 months of the campaign

Source: McCaffrey's management. See Appendix for more information about data.

What Can You Do to Help?

- Reduce, reuse & refuse plastic packaging films & bags first
- Bring your clean & dry plastic packaging films and bags to one of the participating drop-off locations
- Encourage more businesses to participate
- Thank the participating businesses with the PMA BYOBBag logo in their window
- Parents - teach your children about the benefits of BYOBBag
- Children - teach your parents about the benefits of BYOBBag





What is Next?

- Expand collection locations to additional schools and businesses
- Expand campaign with the Princeton Regional Chamber of Commerce
- Free outdoor bench donated by Trex® to be located at Community Park Pool



Appendix

Ask First & Bring Your Own Bag

To determine if the Source Reduction & Reuse steps of the campaign have had an impact on the distribution of single use plastic bags the campaign looks at 2 indicators:

1. the change in the amount of \$0.04 BYOBag refunds given by Princeton McCaffrey's to customers that bring their own bags
2. the change in the amount of cases of single use plastic bag purchased by Princeton McCaffrey's for customer use compared to the same time period in 2014 to account for seasonal business variations*

# Bag Rebates or # of Bags avoided		% Change
9/1/14 – 11/29/14	79,339	-
9/1/15 – 11/29/15	87,344	+10%
Cases of Single Use Plastic Bags Purchased By McCaffrey's**		% Change
9/1/14 – 12/02/14	599	-
9/1/15 – 12/02/15	505	-15.69%

McCaffrey's has observed: Source: McCaffrey's management

1. an 10% increase in bag refunds in the 3 months following the campaign launch compared to the same period in 2014
2. a 16% decrease in cases of single use plastic bags purchased in Sep-Dec '15 compared to Sep-Dec '14

While correlation does not prove causation, these two indicators show a positive trend since the inception of the campaign.

*While numerous stores in Princeton are Asking First & encouraging patrons to Bring Your Own Bag, only McCaffrey's is currently tracking single use bag purchases and BYOB refunds
 ** 1 case = 1,000 bags

Collect

McCaffrey's has collected and recycled plastic films and plastic bags from customers and from back-of-house operations in their Princeton store for several years. With the launch of the Learn Your ABC's Campaign, McCaffrey's has opened up their collection process to the Princeton community. This has allowed Princeton to divert more plastic films and plastic bags from Princeton's landfill. The table below shows the amount of bundles collected and counted by McCaffrey's in the first six months of the campaign.

Bundles collected by location 7/1/15 – 12/31/15						
McCaffrey's In store	McCaffrey's Customers	Whole Earth	Ace Hardware	Princeton Municipality	Mainstreet Bistro & Other	Total
1,648	1,004	33	7	15	26	2,733
Bundle = approximately 5 lbs. of plastic film and single-use bags						
2,733 bundles x 5 lbs. = 13,865 lbs. or approximately 7 tons						

Source: McCaffrey's management

What can be collected?

Clean, Dry, Empty Plastic Packaging Films and Plastic Bags

- Newspaper Bags
- Bread Bags
- Napkin, Paper Towel, Bathroom Tissue & Diaper Wrap
- Cereal Liners
- Food Storage Bags
- Ice Bags
- Pellet Bags
- Produce Bags
- Dry Cleaning Bags
- Single-use Grocery Bags
- Case Overwrap (wrap encasing bottled beverages, canned goods)
- Packaging Air Pillows
- Bubble Wrap
- Salt Bags

Recycle your Clean, Dry, Empty Plastic Bags and Film Packaging!

Plastics to Collect:

- LDPE / HDPE Films
- Newspaper Sleeves
- Bread Bags
- Product Wrap
- Cereal Liners
- Food Storage Bags
- Ice Bags
- Pellet Bags
- Produce Bags
- Dry Cleaning Bags
- Grocery Bags
- Case Overwrap
- Packaging Air Pillows
- Salt Bags

Look for bins and signage near store entrances and drop off collected plastics and wraps

Your plastic bags and film will be recycled into a variety of products including:

- Paper
- Plastic
- Fiber
- Composites

Go to trexrecycling.com to see participating retailers.

Where Can You Drop Off Plastic Films & Bags?

Retail

- McCaffrey's Markets – Princeton Shopping Center
- Whole Earth Center – 360 Nassau St.
- Princeton University Store - 114 Nassau St. & 36 University Pl.
- Terhune Orchards – 330 Cold Soil Rd.
- Princeton Farmers' Market – Thursdays @ Hinds Plaza

Houses of Faith & Nonprofits

- Princeton Senior Resource Center – 45 Stockton St.
- Mercer Street Friends – 151 Mercer St. Trenton
- The Jewish Center – 435 Nassau St.

Schools

- Littlebrook Elementary School – 39 Magnolia Ln.

Princeton Municipal Locations

- 400 Witherspoon St.
- 1 Monument Drive
- Princeton Public Works – 303 John St.
- River Road Convenience Center

Businesses

- McCaffrey's Loading Entrance 6:30am - 2:30pm

What Happens to the Plastic Packaging Film & Bags?



Collected at drop-off locations



Taken to McCaffrey's by staff and volunteers



Counted by McCaffrey's staff & loaded onto trucks



Image Credit: Trex®

Decking products sold at major retailers

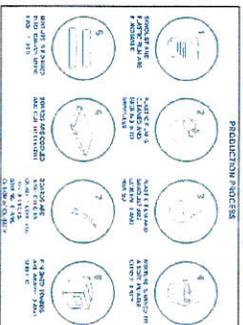


Image Credit: Trex®

Turned into wood alternative decking products

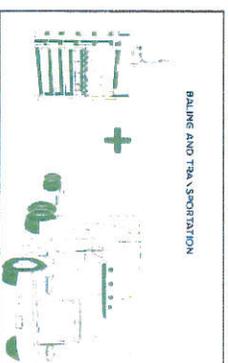


Image Credit: Trex®

Shipped to Trex®

What is Trex®?

The image shows a screenshot of the Trex website. At the top, there is a navigation menu with the following items: HOME, ABOUT US, WHERE TO BUY, FIND A DECK BUILDER, TREX OWNERS, OUR COMPANY, BLOG, LITERATURE, and a search icon. Below the menu is the Trex logo. The main content area features a large image of several Trex decking samples in different shades of wood-grain finishes. Overlaid on the image is the text: "NOW AVAILABLE: DECKING SAMPLES IN EVERY SHADE". Below the image, there are three green circular icons with white text: "1. SO, WHAT IS TREX?", "2. WHICH TREX IS FOR YOU?", and "3. PLAN, BUDGET & BUILD".

Image Credit: Trex®

- Trex Company, Inc. is a publicly traded company based in Winchester, VA
- Manufacturer of outdoor decking materials made from a composite of recycled wood and plastic film
- U.S. Green Building Council (USGBC) Member
- Products can contribute to points under the USGBC's Leadership in Energy and Environmental Design (LEED) rating system for the following:

Materials & Resources

Credit 4.1	Recycled Content 10%	1 point
Credit 4.2	Recycled Content 20% (Trex® products contain 95% recycled content)	1 point
<u>Innovation in Design</u>		
Credit 1	LEED Innovation Credit	1 point

CITIZENS FINANCE
ADVISORY COMMITTEE

Budget Presentation

April 25, 2016

Changes from Introduced Budget/Surplus projections

- In order increase 2016 projected Surplus by \$300,000:
 - Taxes were increased by \$150,000
 - Council/Administration tasked with creating \$150,000 of additional actual savings. These additional savings are not identified or reflected in the budget but are to be realized over the course of the year
- Modest changes were made to projection assumptions based on further review
 - Increased revenues from Lapsed Appropriation Reserves
 - Decreased tax collection rate (which decreases Tax Revenues)

Changes to Budget & Projections

Municipal taxes increased	150,000
Appropriated Surplus decreased	(150,000)
Revenue from Lapsed	
Appropriation Reserve	174,716
Decrease in Tax Collection Rate	(127,426)

Budget:	As Introduced	Revised	Change
Appropriated Surplus	6,100,000	5,950,000	
Municipal Taxes	33,032,736	33,182,736	
Total Appropriations	<u>61,938,306</u>	<u>61,938,306</u>	
Projections:			
Change in Surplus*	(263,183)	(65,893)	197,290

Source of change to Projected Surplus	
150,000	Tax increase
<u>47,290</u>	Revenue assumptions
197,290	

* Assumes \$150,000 of cost savings will not be recognized into Surplus until 2017

Current Fund Surplus Projection

	2015			2016 Revised	
	Budget	Projected	Actual	Budget	Projected
REVENUES:					
Surplus	6,100,000	6,100,000	6,100,000	5,950,000	5,950,000
Anticipated	21,973,311	21,973,311	21,769,056	21,687,256	21,687,256
Non-anticipated		832,948	570,835		570,000
Lapsed Appropriation Reserve		2,443,605	2,608,526		3,000,000
Delinquent Taxes	937,378	881,135	1,043,753	1,118,314	1,006,483
Tax Appeal Settlement		300,000	342,860		462,480
Municipal Taxes	31,975,690	31,454,476	30,983,304	33,182,736	32,031,295
Total Revenues	60,986,379	63,985,475	63,418,334	61,938,306	64,707,514
EXPENSES:					
Core Appropriations					
-S&W	17,666,509	17,136,514	17,076,879	17,702,047	16,993,965
-OE	38,996,364	37,046,546	36,686,207	39,912,760	37,917,122
-Contingency (Up-to-Cap)	1,408,596	352,149	356,327	1,408,600	352,150
-Reserved at Year-End		3,336,260	3,767,045		3,560,170
Reserve for Uncollected Taxes	2,914,910	-	-	2,914,899	-
Total Expenses	60,986,379	57,871,469	57,886,458	61,938,306	58,823,407
Audit Adj.			(113,303)		
Net		6,114,006	5,531,876		5,884,107
Surplus Appropriated	6,100,000	6,100,000	6,100,000	5,950,000	5,950,000
Change in Surplus	(6,100,000)	14,006	(681,426)	(5,950,000)	(65,893)
Beginning Surplus	16,170,682	16,170,682	16,170,682	15,489,255	15,489,255
Ending Surplus	10,070,682	16,184,687	15,489,255	9,539,255	15,423,362

Increase in Municipal Taxes Budgeted

4.1%

3.8%

Surplus as a % of Budgeted Approps

26.5%

25.0%

Available Surplus as a % Bud. Appr.

16.5%

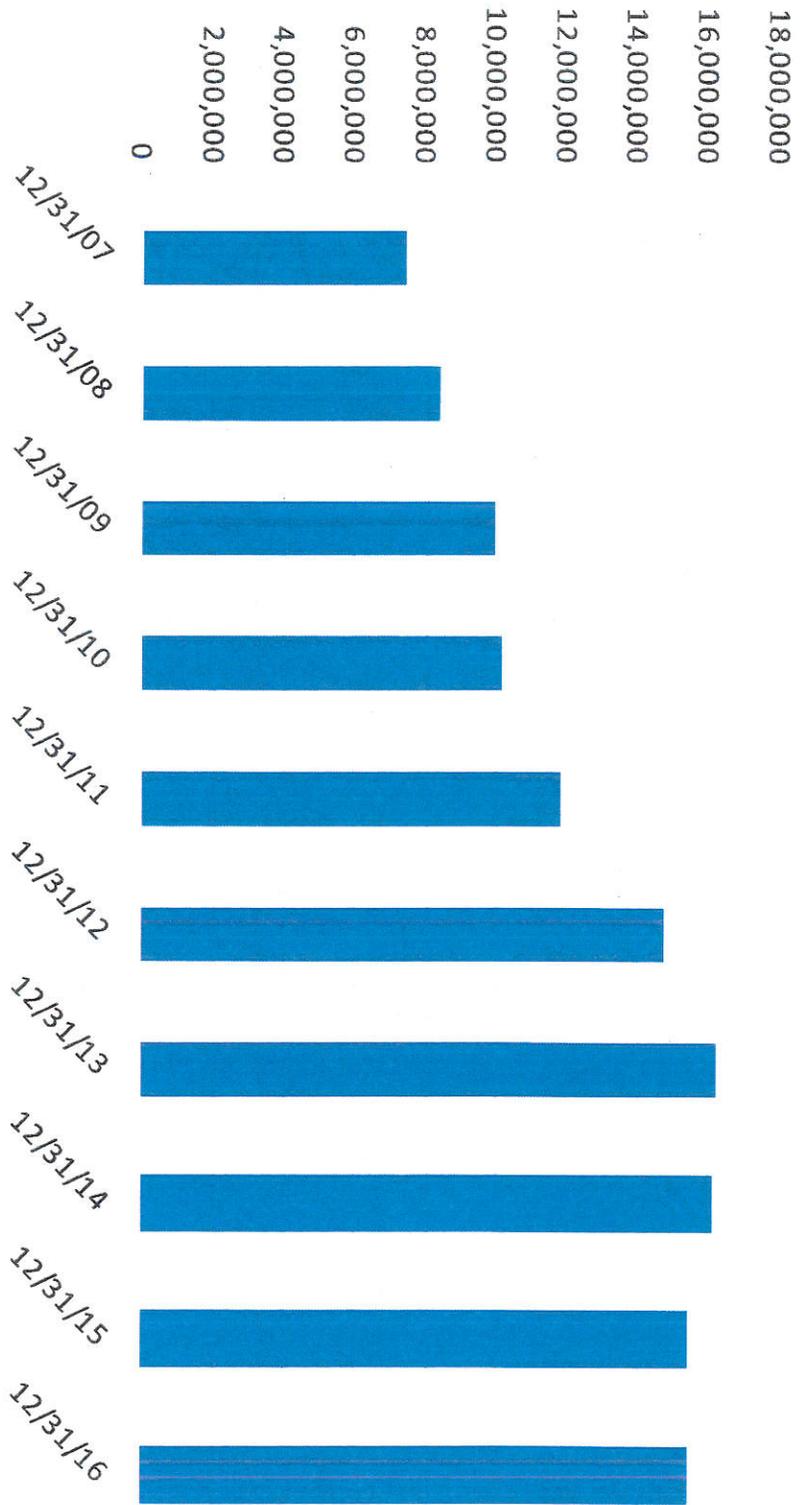
15.4%

Surplus Policy Target Range

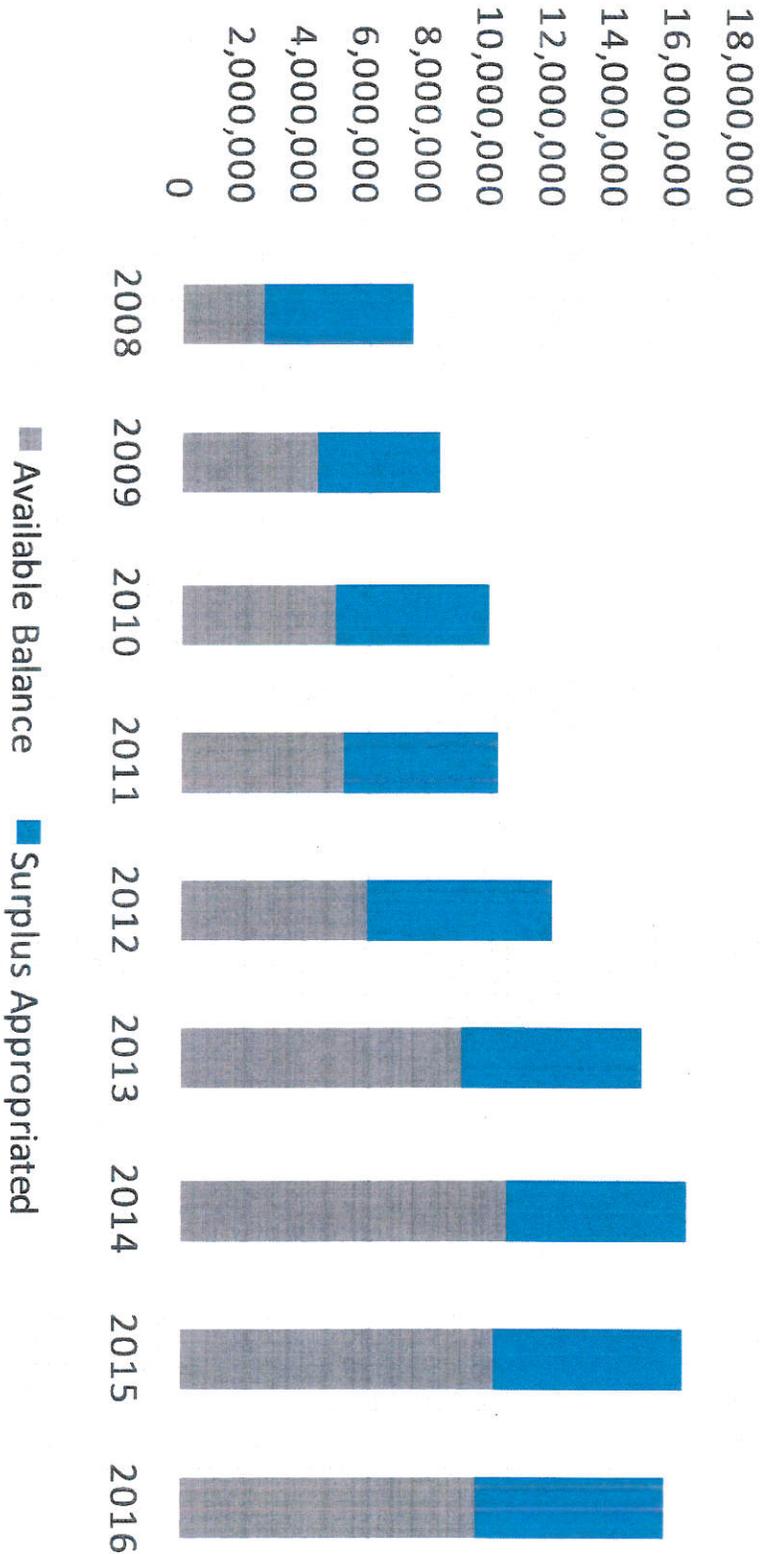
15 - 20%

15 - 20%

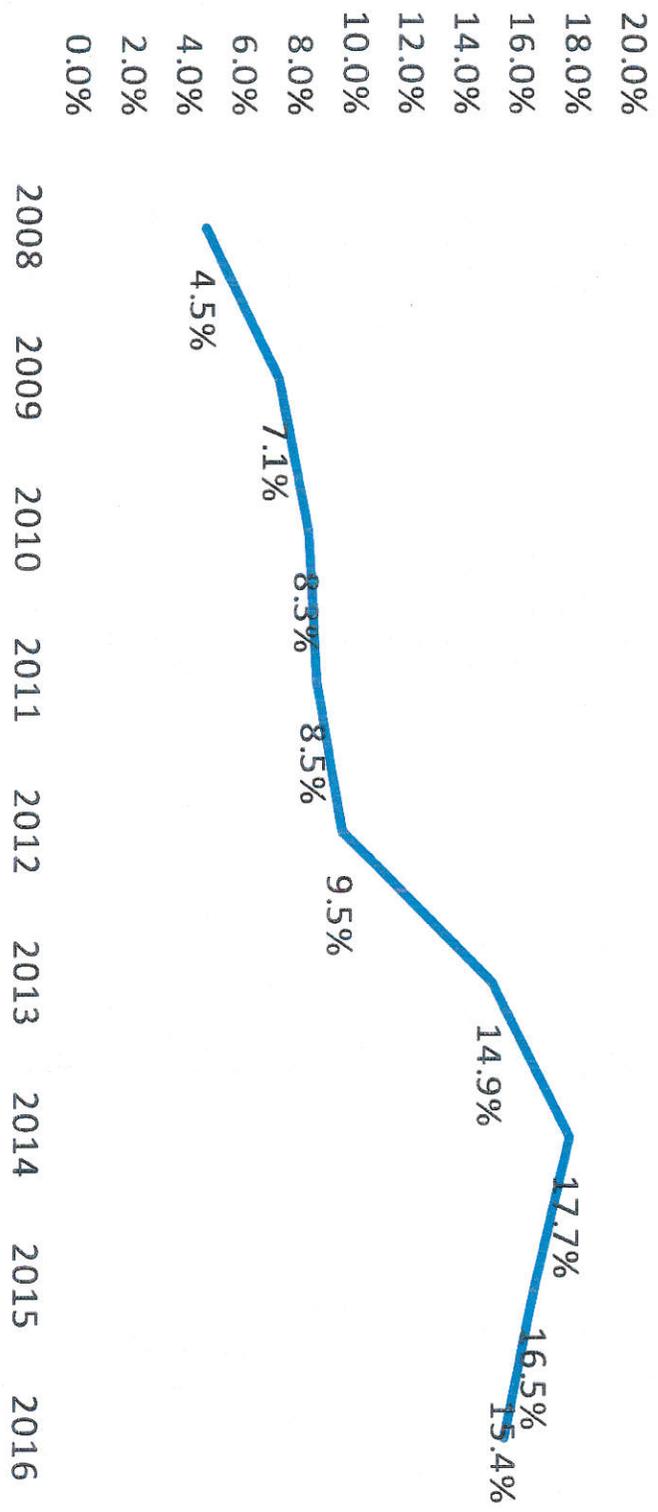
Total Surplus



Total Surplus = Available + Appropriated



Available Surplus as a % of Budget

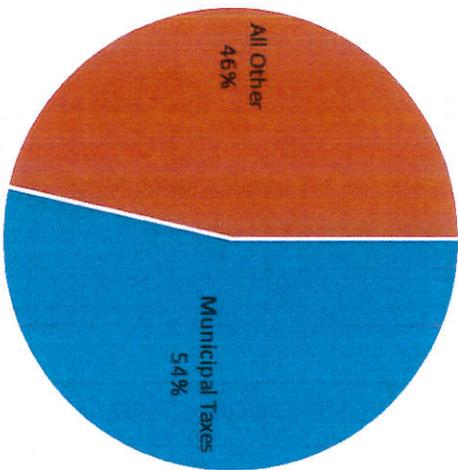


Drivers to changes in appropriations	2016 Budget	Incr/(Decr)	% change
Debt service	10,135,000	249,000	2.5%
EE Group Insurance	4,601,476	244,765	5.6%
Pensions	2,842,500	160,500	6.0%
Accrued Vacation	160,000	110,000	220.0%
Salary & Wages*	17,702,047	32,338	0.2%
All other	26,497,290	(66,368)	-0.2%
Total	61,938,313	730,235	1.2%

*Salary & Wage Breakout	2016 Budget	Incr/(Decr)	% change
Police & Dispatch	7,810,141	(106,113)	-1.3%
Public Works	2,656,219	(35,904)	-1.3%
All other	7,235,687	174,355	2.5%

Changes in Revenues

	2016 Budget	Incr/(Decr)	% change
Municipal Taxes	33,182,736	1,207,046	3.8%
Surplus Appropriated	5,950,000	(150,000)	-2.5%
All Other	22,805,578	(326,811)	-1.4%
Total	61,938,313	730,235	1.2%



Financial Policy Review

- Budget calendar & Surplus policy:
 - February introduction & review deadline was missed
 - Introduction did not include Surplus analysis
 - Process for projecting Surplus can be improved

	2013	2014	2015	2016
Available Surplus as a % of Budgeted Appropriations	14.9%	17.7%	16.5%	15.4%
Surplus Policy Target Range	15 - 20%	15 - 20%	15 - 20%	15 - 20%

Financial Policies (continued)

- Debt & Capital policies are being observed, but not completely?
- 6-year Capital Plan is \$24 million out of balance with the Debt Policy, but is likely not the 'real' plan
 - Keep a focus on prioritizing and timing of 'big ticket' capital items
 - Are maintenance capital items crowding out ability to fund 'big ticket' items?
 - Do we need a change in Debt Policy (accelerating growth in debt)?

Municipal Debt Picture

	12/31/13	12/31/14	12/31/15
General Debt*	76,845,100	72,959,300	72,535,500
Enterprise-wide Debt**	105,104,200	99,348,900	93,833,900
State-defined Debt***	127,916,000	122,881,900	118,150,000

* Debt funded by municipal taxes and other current fund revenues
(exclude EIS loans funded with sewer revenues)

** All debt, including parking utility

*** Enterprise-wide Debt + Authorized but not Issued Debt

General Observations

- Department focus:
 - Perform a strategic review of key departments
 - Is the service worth the taxes/is it right-sized?
 - Can the service be delivered more efficiently?
 - Is it right-sized?
- Revenue focus:
 - Grow non-tax revenues where feasible
 - Insist that Departments with outside revenue sources fund their own budgets (particularly expense increases) where feasible
 - Ratables growth
- Expense focus:
 - Start budgeting and tracking vs prior year's actual expenses (not budgeted expenses)