

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

**PRINCETON COUNCIL MEETING
February 19, 2014**

A meeting of the Mayor and Council was held on this date at 7:00 p.m. in the Main Meeting Room in the municipal complex, 400 Witherspoon Street, Princeton, NJ 08540.

NOTICE OF MEETING

The Clerk read the following statement.

The following is an accurate statement concerning the providing of notice of this meeting and said statement shall be entered in the minutes of this meeting. Notice of this meeting as required by Sections 4a, 3d, 13 and 14 of the Open Public Meetings Act has been provided to the public in the form of a written notice. On February 4, 2014 at 10:40 a.m., said notice was posted on the official bulletin board in the Municipal Building, transmitted to the Princeton Packet, the Trenton Times, the Trentonian, the Town Topics, and filed with the Municipal Clerk.

ROLL CALL

The Municipal Clerk then called the roll.

Present: Mesdames Butler, Crumiller, Howard and Messers Liverman, Miller and Simon and Mayor Lempert.

Absent: None.

Also Present: Ms. Monzo, Mr. Bruschi, Mr. DeBlasio.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

WORK SESSION

Goals and Priorities – Gary DeBlasio, Director of Corner House, Facilitator

Mayor Lempert opened the meeting by introducing Mr. DeBlasio as the facilitator and remembering lessons learned from 2013 noting that there may have too many goals.

Mr. DeBlasio asked that we stay focused on the role of Council and identify additional specific issues not on the provided list that they would like to be considered. Then Council will narrow down the proposed list in priority order.

Ms. Crumiller asked that we add televising planning and zoning board meeting.

Mr. Liverman asked that we consider a dog park and firehouse design feasibility.

Ms. Butler suggested Community Park South, Mary Moss Park and a dog park.

Mayor Lempert reminded Council that things that make it on the list should be priorities.

Mr. Simon said that Emergency Management annexes need to be finished up.

Council then reviewed the draft of 2014 goals, pulling out items to categorize as collective goals in priority order. Mr. Bruschi was charged with taking documents from this exercise and putting the identified 2014 goals in order to be approved by resolution at a future Council meeting.

(Proposed priorities list appended to this set of minutes)

There being no further business the meeting was adjourned at 9:00 p.m.

Linda S. McDermott
Municipal Clerk

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For Discussion BY Mayor and Council

New Priorities For 2014 in Italics

1. Plan for Orderly Leadership Transitions

1.1 *Municipal Organization*

1.1.1 *Put in place a process for Administrator Annual Review (Personnel Committee, approval by mayor & council)*

1.1.2 *Put in place a process for the selection of the new Administrator (Personnel Committee, approval by mayor & council)*

1.1.3 *Select new Administrator (mayor & council)*

1.2 *Public Safety*

1.2.1 *Council action on PD management structure – Public Safety Director or Chief (Public Safety Committee, approval by mayor & council)*

1.2.2 *Follow up on 2.1 to name Chief or recruit Public Safety Director (mayor & council)*

1.2.3 *Review and recommend staffing needs of PD (public Safety Committee with Administrator and PD senior officers, approval by mayor & council)*

1.3 *Public Works*

1.3.1 *Recruit new Supervisor of PW (Administrator with staff and PW Committee, approval by mayor & council)*

1.4 *Public Health*

1.4.1 *Recruit new Health Officer (Administrator with staff and Board of Health, approval by mayor & council)*

2. Forward Planning

2.1 *Recommend plan for Advisory Planning Districts (Advisory Planning District Task Force)*

2.2 *Visibility*

2.2.1 *Propose plan for improving lighting at pedestrian crosswalks (Traffic and transportation Task Force)*

2.2.2 *Propose plan to reduce sign clutter (Traffic and Transportation Task Force)*

2.3 *Parking*

2.3.1 *Review on-street parking regulations and recommend changes as needed. (TBA)*

2.3.2 *Study needs for improved/additional “downtown” parking. Propose plan to mayor & council. (Traffic and Transportation Task force)*

2.3.3 *Study needs for remote parking/shuttle program to relieve pressure on downtown merchants (Traffic and Transportation Task force)*

2.4 *Biking*

2.4.1 *Study bike parking needs. Propose bike parking plan. (Bike & Pedestrian Committee)*

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- 2.4.2 Develop bike plan and map as addendum to Circulation Element (Bike Ped Committee)
- 2.5 *Decide desirability/need for Witherspoon St zoning and design standards study. (mayor & council)*
- 2.6 *Study and recommend options for community energy aggregation program. (TBA)*
- 2.7 Create Parks Commission or other framework for engaging volunteers in caring for parks and open space (Parks Task Force)
- 3. Municipal Operations
 - 3.1 Prepare plan to complete ordinance harmonization. (Code Review Task Force, approval by mayor & council)
 - 3.2 Prepare vehicle inventory and replacement plan. (TBA Task Force)
 - 3.3 *Propose plan for recycling for downtown business waste (Environmental Commission with representatives of downtown businesses)*
 - 3.4 *Study feasibility of Mercer County or central NJ organic waste processing facility. (Environmental Commission with Mercer Cty Improvement Authority, or with nearby interested municipalities)*
 - 3.5 Complete PW and PD Dispatch collective bargaining agreements. (Administrator with appropriate staff and appropriate council committee, approval by mayor and council)
 - 3.6 Prepare Design and implement team building for PW Department. (Administrator, PW supervisor, PW Committee)
 - 3.7 Train police department on new immigration directive and wage theft intake procedures
 - 3.8 Support development of strategic plans for Police and IT departments (Police/ IT)
 - 3.9 Explore potential shared services for Health Department (Board of Health)
 - 3.10 Establish link to Human Services offered by County (Human Services)
- 4. Provide Serviceable Facilities for Municipal Public Safety and Public Works Functions
 - 4.1 *Fund, initiate design and construction of facility for out of season storage of PW equipment. (mayor & council)*
 - 4.2 *Complete MOU with PFARS for location, financing, conceptual design of new PFAR facility. (PFARS, Administrator, municipal staff, council liaison)*
- 5. Sustain Long Term Financial Strength
 - 5.1 Prepare and adopt multi-year facilities capital plan, including provisions for FD, PFARS and PW facilities. (CFAC with input from staff, adoption by mayor and council)
 - 5.2 *Propose and adopt fund balance (surplus) balance. (CFAC, adoption by mayor and council)*
 - 5.3 Provide quarterly report to council on projected vs actual savings from consolidation. (staff)

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- 5.4 Create public dashboard or similar for periodic reporting of key financial and operational data (staff)
- 5.5 Establish Economic Development Task Force (Mayor & Council)
- 6. **Bolster Inclusive Community and Public Engagement**
 - 6.1 *Prepare Emergency Preparedness pamphlet. (Local Emergency Preparedness Committee)*
 - 6.2 *Redesign web site (staff, approval from mayor & council)*
 - 6.3 *Create system for online comments on meeting topics*
 - 6.4 *Prepare and establish customer service policy for staff. Study and recommend training program. (TBA)*
 - 6.5 *Establish centralized contact for residents to report problems and for staff to track and manage response (e.g. See-Click-Fix program). (staff)*
 - 6.6 *Institute quarterly public meetings, to encourage residents to share concerns and ideas -- hold in informal setting such as Community Room. (mayor and council)*
 - 6.7 *Explore diversity initiative with Princeton University, including community outreach to advertise job openings*
 - 6.8 *Establish liaison position to County*

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