



PRINCETON
MAYOR AND COUNCIL OF PRINCETON
MINUTES • DECEMBER 5, 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 December 1, 2016 at 4:50 p.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 Assistant to the Clerk then called the roll.

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

Absent:

Also present: Administrator Marc Dashield, Trishka Cecil, Esq. (arrived 6:45pm), Municipal Attorney, Mason, Griffin and Pierson and Councilman-Elect Timothy Quinn.

A motion to amend the closed session resolution to include the addition of Litigation-Wang v. Princeton was moved by Councilwoman Butler, seconded by Council President Liverman and carried unanimously by those present.

III. 6:00 P.M. CLOSED SESSION

1. 16-343 Closed Session Resolution

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

2. Contract Negotiations - Princeton First Aid and Rescue Squad Memorandum of Understanding

An update was given by the Administrator.

3. Personnel - Municipal Attorney

Council discussed the appointment of the Municipal Attorney.

4. Litigation – Wang v. Princeton

An update was given by the Municipal Attorney.

IV. 7:00 P.M. OPEN SESSION

V. PLEDGE OF ALLEGIANCE

The audience participated in the pledge of allegiance.

VI. EMPLOYEE SERVICE AWARDS

1. 2016 Employee Service Awards

Mayor Lempert stated that this is a special meeting tonight and is always one of the highlights of the year when recognizing the amazing staff and longevity of staff members that have given 5, 10, 15, 20 or longer number years of service to the community. Mayor Lempert invited her colleagues to join her to hand out the recognition service awards.

(Employee list appended to this set of minutes)

Mayor Lempert thanked the staff again on making this a great municipality and appreciates the work that the staff does every day. It is a testament of the dedication and commitment to Princeton and how much the town benefits.

VII. PROCLAMATION

1. Communities of Light 2016

Mayor Lempert presented a proclamation recognizing Womanspace for Communities of Light and the important work that they do in spreading awareness that there is help in the community for victims of domestic violence. A copy of the proclamation will be on file in the Clerk's office and posted on Princeton's website.

VIII. APPROVAL OF MINUTES

1. September 12, 2016

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

IX. ANNOUNCEMENTS

Councilwoman Howard stated that the Princeton Health Department will be holding a flu clinic on Wednesday, December 7, 2016 from 4pm to 6pm at the Monument Hall main meeting room. Ms. Crumiller asked if anyone can attend. Ms. Howard stated that anyone can attend with their health insurance for billing and recouping but if you do not have health insurance you can still receive a flu shot.

Councilwoman Crumiller had no announcements.

Councilman Miller stated that he attended a meeting of the Central New Jersey Transportation Forum that was held on Friday, December 2, 2016 that had interesting discussions about work that is being done by the Transportation forum to identify and map, interactive mapping public transportation routes within the Central New Jersey areas. Another issue that was discussed was the fact that although the gas tax went into effect the appropriations for the current fiscal year will be 1.6 billion rather than 2 billion unless the State Legislature acts to approve the increase in spending that will reflect the increase in the gas tax for this year. If the State Legislature does not increase the increase in spending will not be seen until the State's next fiscal year.

Council President Liverman had no announcements

Councilwoman Butler had no announcements

Councilman Simon had no announcements.

Mayor Lempert announced that this is Rick Gearheart's last day filming council meetings for Princeton. She wanted to wish him well and to say good-bye and welcome Chuck Macenroe who will be replacing Mr. Gearheart on filming Council's meetings.

There were no staff announcements.

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

Hendricks Davis, John Street, talked about the Mary Moss Playground expansion and stated that Council has not provided no rationale for the expansion of the playground and has not provided no identified need for the expansion of the playground footprint, but stated that there is a need for the playground to be improved. Mr. Davis stated that he supports the need for the improvements to the playground but does not and will continue not to support the acquiring of the Tash lots and the Housing Authority of the Borough of Princeton lots for the expansion of the footprint of the Mary Moss Playground. Council has identified no need and no rational for it. Council has, over the many years that all have served on the municipal boards of the Princetons, identified a tremendous need for affordable housing for sale to low and moderate income families. Mr. Davis implores Council, in particular since they have not identified a need for the expansion and acquisition of the lands for the expansion of the footprint. Mr. Davis would like for Council to pull back and come up with a plan that will allow for the development of affordable housing for sale to low and moderate income families.

Mayor Lempert stated for the record that the decision to acquire the Tash property was already made by Council and at the time there were reasons given such as: 1) the municipality has an open space fund and desires to make sure that it is used across the entirely new municipality. She stated that a lot of opportunities for acquisition are in the township but rarely is there an opportunity to acquire land in the borough and this was an opportunity to acquire open space in the borough. 2) When there are community meetings for the improvements of the Mary Moss playground, there are a lot of competing needs in the neighborhood and in order to have enough space to help to meet more than one of those needs it helps to have a larger area. Mayor Lempert stated that Council did come to

a compromise when acquiring the property so part was set aside for park expansion, playground expansion and in the hope that the other part would be used for affordable housing. Mr. Dashield is working with Habitat for Humanity and hoping continued progress will be made on that front.

Maria (Mary) Smarsh, Kendall Park, New Jersey, commended the Mayor on her outstanding community service. She stated that she would love to live in Princeton but can't afford to, but lives in a neighboring town. Ms. Smarsh is seeking help with regards to South Brunswick's police department which has been going on deaf ears and states that she is living in a nightmare. She hopes that she can get help from Council on who she should contact to help her and stated that she had to install surveillance cameras in her house for protection.

Seeing no other Mayor Lempert closed this section of comment from the public.

Mayor Lempert asked for a motion to amend the agenda on moving resolutions 16-347, 16-348 and 16-349 before the Work Session section items. Council President Liverman made a motion to move the resolutions before the work session section, seconded by Councilwoman Butler and unanimously approved by all present.

1. 16-347 Approving Transfers in Accordance with N.J.S.A. 40A:4-58

Sandra Webb, Chief Financial Officer, explained that transfers between current appropriations are only done the last two months of the year. Ms. Webb explained that the transfer into the Municipal Clerk's salary and wage is to cover additional overtime for staff to cover council meetings in the retirement of the Municipal Clerk. The transfer into Access Princeton salary and wage is because \$10,000 was moved to Historic Preservation during the budget process earlier this year, with the expectation that a staff member would be assisting Historic Preservation. The move never occurred and now a budget shortfall is in Access Princeton. Ms. Webb also stated that the transfer into Information Technology salary and wage is due to a salary increase provided to a staff member in the department. The transfer into the Vehicle Maintenance Other expenses is due to the age of the vehicle/equipment fleet and the wear and tear. She stated that although the vehicles were replaced this year they must still be maintained. The transfer into the Suzanne Patterson Center other expenses is due to an overwhelming increase in rider participation in Crosstown. Ms. Webb stated that in a conversation that she and Mr. Dashield had with Susan Hoskins, she stated that they have been promoting Crosstown in flyers and that is what they believe is the reason for the increase. In 2015, Crosstown provided 6,574 rides and in 2016 through October it provided 7,639. Lastly, the transfer into Human Services salary and wage is due to an expanded Summer Youth Program that was not budgeted. Ms. Webb stated that Elisa Neira, Director, Human Services, does an excellent job with the Summer Youth Program. Ms. Webb stated that she discussed with Mr. Dashield for 2017 to budget a higher amount for the Summer Youth Program. Ms. Webb stated that the transfers will be coming from the Administration OE which is where the up to capped number is budgeted.

Mayor Lempert questioned if the Summer Youth Employment transfer is for 2017. Ms. Webb stated that the transfer is for 2016 due to the budget being over, which was only budgeted for \$10,000 and is now spending \$40,000. This transfer will replenish the budget.

Councilwoman Howard followed up on Mayor Lempert and stated that there was a record number of kids participating in the program, which is wonderful, but did you know this was happening? Ms. Webb stated that she seen the numbers in the last couple of years but did not track it this year but moved a comparable amount into the Human Services salary line. Ms. Webb stated that going forward a sufficient budget amount is needed and not guessing on how many kids will participate in the program.

Councilman Simon stated that the Suzanne Patterson and Vehicle Maintenance transfer is over \$40,000 and asked what the base budget of the overage amount is. Ms. Webb, at the time, did not know what the total budget was but will follow up with an email. Mr. Dashield stated that a change order resolution will be brought to Council so he has asked Susan Hoskins to provide an analysis on everything that has happened over the last year. In one month there has been a huge increase in the number of riders on the Crosstown. Mr. Simon asked if there was any corresponding revenues of fees that are collected. Ms. Webb stated that there is a collection of a small percentage of the rides which off sets the increase. If the fees were not collected the amount would have been higher.

Mr. Hough answered the question of Mr. Simon on what the Vehicle Maintenance OE budget is, which is \$300,000.00 but the request was originally for \$360,000.00, but was cut. He stated that it probably will go back to what was originally requested.

Councilwoman Crumiller suggested that the data should be provided to the Public Transportation Committee to review what the usage is and where people are going and will ask Susan Hoskins for the data.

Councilwoman Butler asked if the rides are within Princeton and there should be information on ride sharing. Ms. Webb stated that people are going to the hospital which a reimbursement is given back from the hospital. The drivers know the area which is considered Princeton and the only ride they are allowed to go outside of the Princeton boundary for is to Lawrenceville for the nutrition program. The Princeton nutrition site was cut by the county. Some of the seniors are more comfortable with the same drivers taking them to their doctor's appointments and to the grocery stores.

RESULT: APPROVED [UNANIMOUS]
MOVER: Bernard Miller, Councilman
SECONDER: Patrick Simon, Councilman
AYES: Howard, Crumiller, Miller, Liverman, Butler, Simon

2. 16-348 Adopt-A-Park Policy

Mr. Dashield stated that at Council's last meeting the adopt-a-park agreement was on and was pulled from the agenda. Tonight through the process is a policy which will require that anyone promoting and encouraging volunteerism in sponsoring either public improvements, maintenance of park lands or putting in capital improvements will require any group that wishes to do so will need to enter into a partnership agreement with the municipality. The reason the adopt-a-park policy was moved to a policy from an agreement was that the agreement did not have the flexibility with the needs because the adopt-a-park program could be as small as a pocket park or a large open space area. Mr. Dashield stated the agreement should be tailored in a way to encourage people to use the adopt-a-park policy but also tailored to the specifics. The document sets out the policy we will go through and we will begin putting together the agreement for each group.

Ms. Butler stated that last week's packet had some agreements and she wanted to know if the agreements will be brought to Council being signed or will there be samples on what would be for a big park or for a small park. Mr. Dashield stated that each agreement will be individualized to the specifics but there will be sample agreements on what is for a big park and what would be for a small park. Ms. Butler asked who internally would be the point person. Mr. Dashield replied that per the policy the Open Space coordinator would be the point person.

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

3. 16-349 Waxwood - Extension of Developers Agreement to March 31, 2017

Councilwoman Howard asked about the number of questions that were raised previously and if Mr. Dashield is still planning to investigate to get Council answers. Mr. Dashield stated the questions would be investigated and the findings will be brought back prior to the three months for review and final approval by Council.

Councilwoman Crumiller wanted clarification on whether the only decision that Council would be deciding on in the agreement is the ownership status of only the eight units.

Ms. Cecil stated that the developer's agreement before Council that is being amended tonight, which has been amended numerous times, speaks to the three affordable units and the five foundation units.

Mayor Lempert recommended that between intervening periods, between now and March 31st, assuming this is passed by Council that a couple of council members work with administration and Mr. Hillier to have some accommodations or process that can be worked out. There were some desires by some residents that they were under the impression that they would be able to purchase the units and also heard that there were residents that would not be able to purchase and were worried about losing their housing. Ms. Lempert stated that at the last meeting Ms. Crumiller and Mr. Miller were eloquent and showed interest and suggested to Council that they should be the two that would work with Mr. Dashield.

Mr. Simon had questions on the other units and asked if the original proposal was for 34 units of condominium. He asked if there was a prior agreement that all non-affordable units and non-foundation units were up to the developer once they were built. Ms. Cecil stated that the approval project described as a condominium project and that the board's grant of the variances was conditioned upon them being condominiums. The developer's agreement was to address the status of the three affordable units and foundation units and that is what it was focused on.

Ms. Butler stated that this may be addressed in the original document and asked if the entire building is sold would the affordable units remain. Ms. Cecil stated that the units would remain due to the approval runs with the land which follows the project and not with the owner,

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

XI. WORK SESSION

1. Department of Infrastructure and Operations Strategic Review

Mayor Lempert thanked Council members Crumiller, Miller and Simon of the Public Works Committee.

Bob Hough, Director of Infrastructure and Operation, gave a presentation on the purpose of the strategic review that serves as the road map for the Department of Infrastructure and Operations. It identifies the direction of the department, how the department will achieve this direction and how the department will provide the framework for forward thinking activities within both the overall department and specific divisions.

Mr. Hough stated what was important to the department and that the Department of Infrastructure and Operations consists of six major division: parking operations, parks and open space, public buildings, sanitary and storm sewers, streets and roads and vehicles and equipment. Mr. Hough stated what the priority goals and objectives are to the department and to the six major division operations and what the goals and objectives are to Public Works. The following is a list of the important goals/objectives to the department: First, improve the Public Works facilities on John Street and Harrison Street that houses the vehicles, equipment and employees of the department and one of the objectives would be a complete cost analysis of location options; the second goal is to improve the operating functions, procedures and communication between Access Princeton and the department; the objective is to define and develop operating functions, procedures and communication methods; third, develop, implement and evaluate existing and new Preventive Maintenance programs for the department, such as existing sanitary and storm sewers and tree maintenance programs, so that operation can be more proactive and less reactive; the objective is to identify a required Preventive Maintenance Programs.

Mr. Hough then went on to discuss the major division: Parking Operations is to conduct a complete evaluation of the Spring Street Garage (SSG) which should be inspected every 10 years; Parks and Open Space is to maintain all public parks and open spaces in a clean user friendly condition and the objective is to work in conjunction with the Recreation Department to maintain all lawn areas and equipment; Public Buildings will evaluate the current condition and cleaning process, which is outsourced, of all public buildings. The objective is to complete the evaluation and documentation of the condition of the major components and to determine the most efficient and cost effective means in which to maintain the cleanliness of all public buildings (in house staff vs out-source to a vendor); Sanitary and Storm Sewers is to update the current priority list for sanitary sewer improvements and the objective is to prepare a new priority list of sanitary sewer infrastructure improvements and costs for the next 5 to 10 years; Streets and Roads is to establish an annual street maintenance plan and the objective is to annually evaluate the condition of all municipal roads for repairs and improvements. Municipal trash, recycling and food waste collection will be reviewed and the objective is to evaluate the most cost effective and efficient manner for the collection of trash, recycling and food waste. Municipal brush and leaf collection will also be reviewed with the objective to evaluate the most effective and efficient manner for the collection of brush and leaves throughout the year and to maintain the schedule. A municipal wide pick up will be conducted the week of December 19th beginning with Section 1 and there has been a cut back on bag leaf collection to one day in August due to the fact that residents are putting other debris in the bags instead of leaves.; Vehicles & Equipment is to provide an inventory of vehicles in conjunction with Sustainable Princeton to meet their certification goal and to provide the appropriate and required training of staff needed to service municipal vehicles and equipment.

Mr. Hough stated that observation of David Woglom, Associate Director for Public Services of the Meyner Center, noted the facilities and was impressed with staff on their abilities and enthusiasm about their job and working in Princeton. Mr. Woglom questioned the amount of time that staff spends on doing little things, for example, when a resident calls to say there is stones or glass on their street a crew is sent to clean up the stone or glass instead of the resident taking the time to clean it up. Mr. Woglom asked staff why they would take time out from their day to day routine and was informed that the resident would call the supervisors and they would eventually end up going any way. Mr. Hough informed Council that the Public Works committee is aware and are reviewing different situations.

(Report appended to this set of minutes)

Council President Liverman stated that the report was very detailed and asked what would be the difference in the numbers of putting a new facility on River Road or repairing the two existing facilities. Mr. Hough stated that the quick numbers would be about 11 to 12 million dollars for the new facility on River Road. The facility would need to be heated for the expensive SOC equipment that would be stored there. The existing facilities at John Street and Harrison Street for repairs, would be about 1 million dollars for each, but a lot of upgrades would be needed so the amount could rise to about 5 to 6 million dollars for improvements to function if a new larger facility is not done. Mr. Dashield stated that staff would like Council to make a decision. If the decision is no for a new facility even though a good location has not been established than improvements should be made to the current working environment. The plan is to make improvements with a ten to fifteen year useful life to work in a useful and efficient way and then to revisit the repairs for the staff on the direction on which way they should go.

Councilman Miller - consulting report of Meyner Center and read the number 1 weakness on page 4 of report *"The facilities that house the equipment and employees of the department are totally insufficient, inadequate and inefficient. This issue was the number one weakness identified by the staff. Most vehicles and equipment are not stored overnight in buildings, which causes maintenance and efficiency issues. Some equipment is being stored in sheds, which are in poor condition, Many times employees must go to multiple sites to acquire the equipment and vehicles to complete their tasks. Management and rank and file employees are working out of trailers--the quality of which is poor. Vehicle mechanics must work in substandard conditions and travel to multiple sites to get the equipment before beginning work. The result is a fractured approach to the provision of public services. The Staff believes that a consolidated location would provide a significant increase in efficiency and productivity of public services"*. Mr. Miller stated that this has been going on for as long as he has been an elected official which is about 14 years and feels that an optimal site for Public Work Department needs to be found and a facility to be built to address the weakness from the consultant. Mr. Miller stated that the other recommendation by the consultant was for the three elected officials on the Public Works Committee to visit other facilities sites that they work out of and compare them to what public works work out of and it was an

eye opener (Robbinsville, Lawrence and Hopewell Township). They are convinced that not only are our public works department working in substandard but lousy facilities. Mr. Miller addressed another issue that has come up at Council and Public Works meetings, are whether or not we are keeping up with road repairs and sewer maintenance in terms of how much we are doing in a year or deferring more maintenance but not staying on a maintenance plan. Mr. Hough agrees that we are not doing enough in a yearly cycle to stay ahead but surviving; down the road we will fall behind. Mr. Hough stated that staff and the Engineering Department have been meeting regularly to come up with a better work plan to deal with the infrastructures.

Councilman Simon went on to explain the problem that was being discussed is that the centralized Public Works facility if built would cost at a minimum 10 to 12 million dollars and from the last capital plan from the administrator it adds to it substantially. An off the cuff number but not a study number from the consultant is double or more than double, about 25 million, which the consultant states for a town the size of Princeton the amount is not unreasonable to spend. The 25 million dollars is back to the number that both towns looked at before consolidation and that amount is not acceptable. Mr. Simon stated the problem is the costs are real, high and has to be really planned carefully for multiple years out for it to work. On top of that seeing some unanticipated consequences of consolidation the services for leaf and brush pickup had to be adjusted due to the fact that the former Borough and Township had different leaf and brush pickup, less than what the Borough realized even though the official policy is whatever it was. The Township is much larger and is up services and the net result is an increase in man power needs and another note from the report is that the staffing cut had an impact even though the cuts were modest overall compare to the overall staffing cut of consolidation. Along with the up services, especially in the Township area it has not played out in the way of the consolidation plan which is a challenge and there is a cost attached.

Mayor Lempert stated that during the recession the road budgets was reduced but the consensus that it would only be temporary. When the time came before consolidation the consolidation committee looked at what to spend was and the road budget was benchmarked to a reduced level. Mayor Lempert stated that former Township and Borough decided to put off a couple of millions of dollars from what is normally done. Mr. Simon stated that there were three years of clear reduced spending (2012, 2013 and 2014) and the impression was that by 2015 it would be fully recovered but the discussion this year and the strategic review that is not true and the town is not back to full spending level on roads and sewer that were the average prior to 2010 and 2011. Mr. Hough replied that Councilman Simon is correct that we are not back to the full spending level. Mr. Simon stated that is what Councilman Miller was referring to of the long term deficit that is building up and that we need to get ahead of it. Mr. Simon added that this was new to him and he thought that the discussion was made and fully recovered but a miscommunication was made and additional spending is needed.

Councilwoman Butler stated to look at the backup that is taking place we need to take in account that Princeton University is doing work on Alexander which would not fall into our budget exactly but is road and sewer work that is being done on University Place. The number in actuality is not as bad as the numbers believed to be even though we are not back to the pre consolidation spending. Mr. Hough confirmed that the sewer work being done on Alexander is work done by Princeton and is in the budget. Ms. Butler asked if the \$340,000-\$360,000 spent on repairs includes salaries of the people. Mr. Hough stated that it was not salaries but for parts, equipment and materials that are needed. Ms. Butler would like to follow up on the point that Councilman Miller pointed out on kicking the can down the road and the reason for kicking the can down the road is the undertaking of the building project would put the town in a financial position that was decided that we don't want to be in, in terms of debt. Until some of the debt falls off in 2018 we would be exceeding the debt limit. Ms. Butler stated that on our weakness it has been identifies that a lot of time has been spent this fall talking about the Emerald Ash Borer and yet the leaf and brush collection recommendation is to do less or limit brush pickup and she does not see how that can be done with the Emerald Ash Borer problem or to tell residents in our town that is a Tree City town (which we are proud of) that we would not support leaf and brush being picked up. Mr. Hough said that it is a continued task with schedules not being followed and there is no enforcement to have any one issue tickets. Ms. Butler in discussing Access Princeton with issues like picking up glass whose decision is it to prioritize what is done. Mr. Hough stated that it would be the staff of the Public Works department that would make the decision and if staff is in the location of the issue in which they would be working then they would pick up what is needed to be done and this is what is relayed back to the department of Access Princeton. Ms. Butler asked if the Recreation Department input was included in the report and Mr. Hough stated that they were not but staff does work closely together. Ms. Butler also asked if it makes sense to hold off on the solar if there are structural problems. Mr. Hough states that he does not envision anything major from that standpoint. Ms. Butler also commented that the Central Business District should have been added in the report because it looked awful and disappointing with trash up and down Nassau Street.

Councilman Simon stated that the big ticket item is the facilities. The date in the report is December for recommendations and he wanted to know how far off is it and will options be discussed at the Public Works meeting. Mr. Hough stated that information will be given to administration for the budget cycle for the capital budget review for the New Year.

Mayor Lempert stated that some of the items are already on the Council's goals and priorities list but would like Mr. Hough to take another look at the report to see if any other items need to be added to the list. Mayor Lempert stated that the Nassau Street Streetscape project, the one thing that was discussed with the Engineering department, was if there were inexpensive recommendations or less expensive things that can be acted on this year whether or not we receive the grant. 1) It would be helpful for Public Works staff to look at the report in terms of what would be the

biggest bang for the buck and to prioritize potentially based on Public Works feedback. 2) With some of the goals what would be the measure of success and try to drill down a little deeper for those. Mayor Lempert stated she attended a conference over the weekend where there were talks about the stress between the two goals that every municipality has which is being responsive and efficient and Public Works has come to a head most frequently. She suggested that this may be something that the Public Works Committee can help to brain storm about; maybe something like the list of landscapers on the website or Access Princeton tracking what calls are coming in. If there is a way to inform people that we will not be able to be on your street to address the problem for about another two weeks but here in the meantime is a resource list that can address your concerns immediately depending on what the items. Mayor Lempert hopes that this is something that can be worked on.

Mr. Hough gave a final comment that half of the fleet in the Public Works Department is equipped with snow equipment and the town has enough salt.

2. Draft 2017 Meeting Schedule

Mayor Lempert stated this would be voted on at the reorganization meeting in January and wanted Council to have an opportunity to look at it to see if there are any holidays or anything that needs to move meetings. Also she mentioned adding a third meeting date each month. One alternatives is to have a day time more of a working meeting for example a closed session or work session. Mayor Lempert stated she would like to have a meeting early on in the year dedicated completely to parking issues or any other topics that may come up. It would be beneficial to devote a couple of hours to have a full discussion.

Councilwoman Crumiller stated that maybe a poll on day time meetings versus night time should be done and feels that the couple of day time meetings that took place were very productive, but doesn't know how hard it would be for the rest of Council.

Council Howard stated that it would be hard for someone with a full time job to attend day time meetings.

Councilwoman Butler feels that for people with day time jobs it cost real money to come to a day time meeting. She has made annual pleas for reconsideration from having Monday night meetings to Tuesday night meetings even though it falls on deaf ears. Ms. Butler thinks when you are preparing for meetings and spend a lot of time over the weekend, often in touch with staff, they have to respond on the weekend or run around first thing Monday morning trying to respond. Princeton has meetings that runs late and for people that have a day time job having meetings that run late on Tuesday night is less exhausting than starting out your week having been at a meeting until 11pm at night, so she would like to put forth for meetings on Tuesday. Ms. Butler stated that looking at the calendar in August, November and December for example it looks like Princeton is going with the second and forth

Monday. In August it ended up being cancelled so if nothing else moves it up to the 7th and 21st which it is most likely less of chance on being cancelled and will get more done. Also to move the dates up in November and December will actually be more productive and she would like to have three shorter meetings than a six hour meeting.

Councilman Miller stated in respect to the additional meeting get it on the calendar as a date to be held rather than trying to coordinate a date at the start of the month. Just block the date and if we need to have a meeting it is there and if not then it would be a free night.

Mayor Lempert stated that the point of the third meeting represents the least amount of time spent on items that are being considered. Mayor Lempert proposed to change the meeting dates from August 14, 2017 to August 7, 2017 and August 28, 2017 to August 21, 2017. The 2017 Draft Meeting schedule will be brought back to the council meeting of December 19, 2016.

Councilwoman Howard made a recommendation to alternate the times on the third meetings to daytime hours and evening hours.

Mayor Lempert stated that in January 2017 a meeting for Goal setting will take place in the evening and a doodle poll has went out for Council's availability.

XII. REPORTS

Councilwoman Howard reported that there was a community meeting on Wednesday at the Arts Center that as supported with Human Services, where about 75 residents from the community attended that were really worried and asking questions on what the election means to them. A lawyer from the ACLU of New Jersey came to the meeting and walked through a "know your rights" presentation and walked through what the rights of residents are in the community in various situations. Officer Jorge Narvaez was there to translate and that the police were working hand in hand. One anecdote is the policy under the Obama administration; a policy that states you can't conduct an immigration raid in a house of worship, but under the new administration that could be changed. Ms. Howard also stated that earlier in the day the ACLU lawyer and Elisa Neira, Human Services Director, conducted a meeting with the community leaders and clergies in town on how we all can come together for a safe environment and there will be ongoing meetings in the future.

Mayor Lempert thanked the Human Services Commission for taking the lead on this.

Councilwoman Crumiller had no report.

Councilman Miller had no report.

Council President Liverman had no report.

Councilwoman Butler reported that there also was a meeting on Wednesday on the Butler Tract with about 50 residents in attendance and Lee Solow, Planning Director, gave a presentation on the current zoning and what would be allowed under the current zoning and Princeton University talked about what plans they have for the Butler Tract. There was some good back and forth dialogue with the neighbors and they will have some information that can be used to draft a new ordinance that would memorialize their intention to use as residential and will be on the January's goal setting meeting.

Councilman Simon had no report.

Mayor Lempert reported that the monthly Meet the Mayor is scheduled for December 16, 2016 from 8:30am to 10am at the Princeton Public Library lobby. To keep Council up to date on Thursday, December 8, 2016 at the Planning Board meeting the planning board will be reviewing a set of ordinances that has come out of the neighbor character and zoning initiatives which was introduced to Council at a meeting two weeks ago and will come back at the second to final meeting in December.

No staff report.

XIII. RESOLUTIONS

1. 16-344 Bid Award for the Placement and Removal of Solid Waste Dumpsters for 2017 to Central Jersey Waste & Recycling, Inc., in the Amount of \$81,900.00

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

2. 16-345 Bid Award for Road Materials to Trap Rock Industries, LLC in the Amount of \$467,287.50

Councilman Simon stated this is quite a large amount and did not see in the memo the budgeted amount and asked if we were within budget. Mr. Hough stated that we are within budget and it would be used only if needed for road projects.

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

3. 16-346 Resolution Authorizing Agreement with Fire & Safety Services

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

XIV. CONSENT AGENDA

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

1. Payment of Bills and Claims
2. 16-350 Housing Initiatives of Princeton Charitable Trust: Extension of Property Lease and Management Agreement for 132 Brickhouse Road
3. 16-351 2017-2018 Municipal Alliance Grant
4. 16-352 Resolution Supplementing 2016 Mowing Contract U.S. Athletic Fields Inc., in the amount of \$512.00
5. 16-353 Resolution to Reject Bids for the Environmental Cleanup of Soil at the Vacant Valley Road Municipal Site (Block 7002, Lot 1) and Authorization to Rebid
6. 16-354 Resolution Recommending Invasive Species Do Not Plant List

RESULT: TABLED

Councilman Simon commented that this is the most expansive invasive species list out there and that we are encouraging people to not to plant anything on the broader possible list. It looks like it is ahead of the consensus in the community but not sure. Mr. Simon stated that what caught his eye was a popular bush that is called the butterfly bush in gardens all over town which is on the list and listed as highly invasive on the strike team website but in the two reports of invasive species list in parks and open space it did not make the list.

It is recommended to table Resolution 16-354 and forward back to Michael Van Clef, of the Ecological Solutions, for further review of the two reports of the invasive species lists and to be brought back to Council on December 19, 2016.

XV. CLOSED SESSION (CONTINUATION OF ABOVE IF NECESSARY)

XVI. ADJOURNMENT

There being no further business a motion to adjourn meeting at 9:35 p.m. was made by Councilman Miller, seconded by Councilwoman Crumiller and carried unanimously.

Delores A. Williams
Assistant to the Clerk

**2016 Princeton Employee Awards
December 5, 2016**

5 Year Awards

Gerald MacFarlan	Recreation
Joseph Marrolli	Recreation
Jack West	Engineering
Camille Bloomberg	Corner House
Evan Moorhead	Recreation
David Pollard	Shade Tree
Axel Soto	Road Repair
Mark Melillo	Corner House
Rodney Patterson	Tax Assessor

10 Years

Deanna Stockton	Engineering
Tammie Tisdale	Tax Collector
Robert Pasternak	Road Repair
Daniel Chitren	Police
Thomas Lagomarsino	Police
Stephen Magyari	Recreation
Leonard Thomas	Police

15 Years

Jackie Nagin	Human Resources
Anthony Paccillo	Police
Holly Arana	Police
Robert Arana	Police
Derek Bridger	Zoning
Robert Allie	Police
Roberta Cass	Finance
Linda Dellavalle	SOC
Alfredo Garcia	Road Repair
Thomas Hughes	SOC
Glenn S. Hutchinson	Engineering
Gregory Pfaff	Buildings and Grounds
Manuel Rodriguez	Road Repair

20 Years

Geoffrey Maurer	Police
Brian Maher	Buildings & Grounds
Francisco Castro, Jr.	Police
Joseph Sekeras	Buildings & Grounds
Charles Sugg	Housing Inspection

25 Years

Thomas Murray
William Moraski
Judd R. Petrone

Police
Parking Garage
Police

30 Years

Don Mayer-Brown
Robert Toole

Engineering
Police

Retired

Robert Currier
Robert Kiser
Linda McDermott
Steven Riccitello
Carol Raymond
Kenneth Reily

Police
Engineering
Clerk
Police
Police
Police



RESOLUTION 16-353

Resolution to Reject Bids for the Environmental Cleanup of Soil at the Vacant Valley Road Municipal Site (Block 7002, Lot 1) and Authorization to Rebid

WHEREAS, after proper notice and advertisement, nine bids for the Environmental Cleanup of Soil at the Vacant Valley Road Municipal Site (Block 7002, Lot 1) were received and publicly opened on November 18, 2016; and

WHEREAS, the Municipal Attorney has advised that the apparent low bidder, Enterprise Network Resolutions Contracting, LLC., has submitted a non-responsive bid, on the grounds that one of its listed subcontractors does not possess a New Jersey Public Works Contractor Registration Certificate as mandated by N.J.S.A. 34:11-56.51; and

WHEREAS, the amount of the second low bid and remaining bids substantially exceed the Engineer's Estimate for this project; and

WHEREAS, the Municipal Engineer, in consultation with the Municipal Attorney, recommends that the apparent low bid be rejected as non-responsive; that the second low bid and remaining bids be rejected pursuant to N.J.S.A. 40A:11-13.2a. (on the basis that they substantially exceed the Engineer's estimates for the project) and N.J.S.A. 40A:11-13.2b. (to allow the Engineering Department to make substantial revisions to the bidding documents); and that the project be re-advertised and rebid.

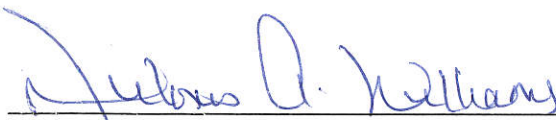
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

1. The above preamble is incorporated herein as if set forth at length.

2. The recommendations of the Municipal Engineer and the Municipal Attorney are accepted.
3. The Municipal Engineer and the Municipal Clerk are hereby directed to return to the bid documents and bid bonds to the bidders.
4. The Municipal Engineer is hereby authorized and directed to take all steps necessary to revise the bid documents for the project and re-advertise same for receipt of bids as expeditiously as reasonably possible.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		✓			✓			
Ms. Crumiller		✓		✓	✓			
Ms. Howard		✓	✓		✓			
Mr. Simon		✓			✓			
Mr. Liverman		✓			✓			
Mr. Miller		✓			✓			
Mayor Lempert		✓						

I, Delores A. Williams, Assistant to Clerk of Princeton, do hereby certify that the above is a true copy of a resolution adopted by the Mayor and Council of Princeton at a meeting held on December 5, 2016.


 Delores A. Williams, Assistant to the Clerk

ATTACHMENTS:

- Memo to Reject Bids and Rebid Project 12-5-16 (DOCX)



RESOLUTION 16-352

Resolution Supplementing 2016 Mowing Contract U.S. Athletic Fields Inc., in the amount of \$512.00

WHEREAS, Princeton has advertised for and received bids in accordance with the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A: 11-1 et seq.* for mowing and trimming services of specified grass areas at Hilltop Park, Smoyer Park, Grover Park, Quarry Park, Harrison Street Park, Fieldwood-Griggs site and SOC-River Road site; and

WHEREAS, Princeton has received five (5) bids to undertake and complete said work; and

WHEREAS, the low bid was submitted by U.S. Athletic Fields Inc. of Skillman, NJ with a bid of \$28,140; and

WHEREAS, Princeton has appropriated funds for this service as certified by the Chief Financial Officer; and

WHEREAS, Princeton awarded the contract to U.S. Athletic Fields, Inc. on March 28, 2016 as Resolution # 16-93; and

WHEREAS, due to an abnormally warm fall season, one (1) additional round of mowing was necessary at a cost of \$512; and

WHEREAS, the additional cost was not included as part of resolution # 16-93; and

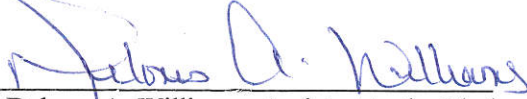
NOW, THEREFORE, BE IT RESOLVED by the Princeton Council and the Municipality of Princeton as follows:

1. The Mayor and Council of Princeton are hereby authorized to extend the contracted service agreement with U.S. Athletic Fields, Inc. of Skillman, NJ for a sum of \$512.00
2. A true copy of this Resolution shall be furnished upon its adoption to U.S. Athletic Fields, Inc. of Skillman, NJ

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		✓			✓			
Ms. Crumiller		✓		✓	✓			
Ms. Howard		✓	✓		✓			
Mr. Simon		✓			✓			
Mr. Liverman		✓			✓			
Mr. Miller		✓			✓			
Mayor Lempert		✓						

I, Delores A. Williams, Assistant to the Clerk of Princeton, County of Mercer, State of New

Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton its meeting held December 5, 2016.


Delores A. Williams, Assistant to the Clerk

ATTACHMENTS:

- cover for additional mowing funds (DOCX)

Governor's Council on Alcoholism and Drug Abuse
Grant Term July 1, 2017 to June 30, 2018
Resolution #16-351

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Municipal Council of the Princeton, County of Mercer, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, Princeton was approved for a Municipal Alliance grant for the July 1, 2017 through June 30, 2018 grant term; and

WHEREAS, funding has been made available to Princeton Alcohol and Drug Alliance (PADA) in the amount of \$28,056.00 for the period of July 1, 2017 to June 30, 2018, contingent upon meeting the 25% Cash Match and 75% In-Kind Match grant requirement for the funding.

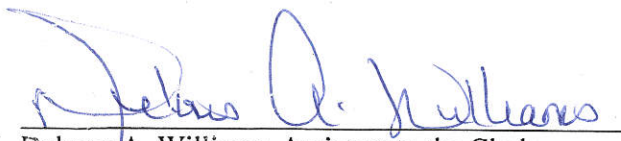
NOW, THEREFORE, BE IT RESOLVED that the Township/Borough/City Council does hereby authorize the submission of the grant for the (Name) Municipal Alliance grant in the amount of:

DEDR	\$ 28,056.00	_____
Cash Match	\$ 7,014.00	_____
In-Kind	\$ 21,042.00	_____

The Princeton Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: _____
Liz Lempert, Mayor

I, Delores A. Williams, Assistant to the Clerk of Princeton, do hereby certify that the above is a true copy of a resolution adopted by the Mayor and Council of Princeton at a meeting held December 5, 2016.



Delores A. Williams, Assistant to the Clerk



RESOLUTION 16-350

Housing Initiatives of Princeton Charitable Trust: Extension of Property Lease and Management Agreement for 132 Brickhouse Road

WHEREAS, Princeton is the owner of certain real property known as 132 Brickhouse Road, Princeton, New Jersey 08540, and designated as Lot 3.132 in Block 9801 on the Princeton Tax Map (the "Property"); and

WHEREAS, the Property is a deed-restricted affordable housing unit under the Princeton Affordable Housing Program; and

WHEREAS, Housing Initiatives of Princeton Charitable Trust ("HIPCT") is a non-profit organization that provides transitional affordable housing to lower income working individuals and families in need of transitional housing; and

WHEREAS, Princeton and HIPCT entered into a Property Lease and Management Agreement (the "Lease") pursuant to which HIPCT would enter into an approved form of a Transitional Occupancy Agreement for a qualified occupant to occupy the Property; and

WHEREAS, the Lease provided for a renewal option after the expiration of the current term; and

WHEREAS, the Princeton Housing Board on November 8, 2016 recommended to the Mayor and Council that the Lease be extended; and

WHEREAS, Princeton and HIPCT wish to extend the term of the Lease for an additional eighteen (18) months.

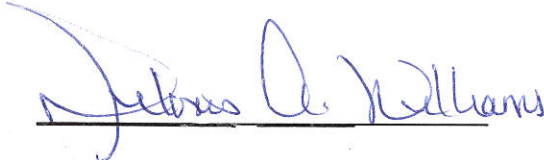
NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton as follows:

1. The Mayor and Clerk of Princeton are hereby authorized and directed to enter into a Lease Extension with HIPCT to permit the continued occupancy of the Property. The Lease Extension authorized by this Resolution is on file in the Office of the Princeton Clerk and may be inspected during regular office hours. The lease extension shall be for a term commencing January 1, 2017 and ending June 30, 2018.

2. Upon its adoption, a certified true copy of this Resolution shall be provided to the Princeton Housing Board, HIPCT, and the Princeton Attorney.

CERTIFICATION

I, Delores A. Williams, Assistant to the Clerk of Princeton, do hereby certify that the foregoing Resolution was adopted by the Princeton Council at its regular meeting held on December 5, 2016.



Delores A. Williams, Assistant to the Clerk

ATTACHMENTS:

- Mayor Council - 132 Brickhouse Road (PDF)
- LEASE EXTENSION (DOCX)

PRINCETON

COUNTY OF MERCER

STATE OF NEW JERSEY

**RESOLUTION APPROVING FURTHER AMENDMENT TO DEVELOPER'S
AGREEMENT FOR THE WAXWOOD PROJECT
#16-349**

WHEREAS, J. Robert Hillier ("Hillier") received a use variance from the former Borough of Princeton Zoning Board of Adjustment ("Board") on February 28, 2002 permitting the conversion of the former Quarry Street school building located at 35 Quarry Street to a multi-family apartment building containing thirty-four one- and two-bedroom residential condominium units, known as "The Waxwood"; and

WHEREAS, on May 23, 2002, the Board grant preliminary and final site plan approval to Hillier to facilitate the conversion of the building to residential units; and

WHEREAS, on April 23, 2002, Hillier entered into a developer's agreement with the former Borough of Princeton ("Borough") agreeing that three of the units in the multi-dwelling building would be affordable to low and moderate-income households (the "affordable units") and five of the units would be designated "Waxwood Foundation" units (the "Foundation units") for residents of the John Witherspoon Neighborhood; and

WHEREAS, on July 1, 2003, the Borough and Hillier entered into a First Amendment to the developer's agreement providing that all thirty-four of the units could be rental units instead of condominium units in order to enable the development to qualify for tax credits, subject to the requirement that at the end of five years, the three affordable units and the five Foundation units would be offered for sale; and

WHEREAS, on March 3, 2009, the Borough and Hillier entered into a Second Amendment to the developer's agreement extending the period of time for an additional seven years during which the affordable units and Foundation units could be rented, or until October 31, 2011; and

WHEREAS, in 2010, the Borough authorized a further extension of the rental of the affordable housing units and the Foundation units for an additional five years, or until October 31, 2016, at which time said units would have to be offered for sale (see Resolution 2010-R201 adopted June 22, 2010); and

WHEREAS, Hillier has requested by letter dated October 3, 2016 that the developer's agreement be further amended to allow the affordable units and Foundation units to remain as rental units in perpetuity, with no obligation to convert them to for-sale condominium units; and

WHEREAS, the Princeton Mayor and Council considered the request in a work session held on November 28, 2016, during which it heard from members of the public, including residents of The Waxwood, as well as from Mr. Hillier and his attorney; and

WHEREAS, the Mayor and Council determined that additional information was needed, including further input from Waxwood residents, before it could make a final decisions on the request; and

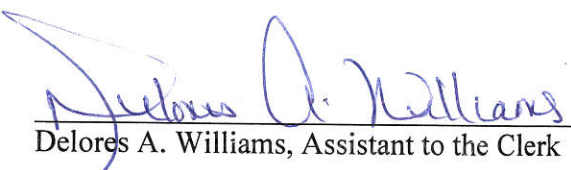
WHEREAS, to allow time to gather the information needed, and to avoid creating any legal uncertainties in the interim, the Mayor and Council find that it is in the best interests of the public to grant a short extension of time during which the affordable units and the Foundation units may remain rental units, pending a final decision regarding Mr. Hillier's request;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

1. J. Robert Hillier may continue to rent the three affordable housing units and the five Waxwood Foundation units until March 31, 2017.
2. On or about the conclusion of said period, the Mayor and Council shall make a final decision regarding whether to approve or deny Mr. Hillier's request that the affordable units and Foundation units be allowed to remain as rental units in perpetuity.
3. Except as expressly set forth herein, all other terms and conditions of the developer's agreement shall remain in full force and effect.
4. This Resolution when signed and counter-signed below shall constitute an amendment to the developer's agreement consistent with the terms hereof.

CERTIFICATION

I, Delores A. Williams, Assistant to the Clerk of the Municipality of Princeton, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Princeton Mayor and Council at a meeting held on December 5, 2016.



Delores A. Williams, Assistant to the Clerk

WITNESS

J. ROBERT HILLIER

ATTEST

PRINCETON

Delores A. Williams
Assistant to the Clerk

By:

Hon. Liz Lempert, Mayor



RESOLUTION 16-348

Adopt-A-Park Policy

MAYOR AND COUNCIL OF PRINCETON

WHEREAS, the Municipality of Princeton is responsible for the management and maintenance of the parklands; and

WHEREAS, Citizen groups would like to volunteer their time and effort to improve and maintain certain parklands located within the municipality; and

WHEREAS, the Municipality encourages volunteerism in our parks

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of Princeton hereby adopt an ADOPT-A-PARK Policy to facilitate the involvement of the groups seeking to maintain and improve the Municipal Parklands.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		X			X			
Ms. Crumiller		X			X			
Ms. Howard		X			X			
Mr. Simon		X			X			
Mr. Liverman		X	X		X			
Mr. Miller		X		X	X			
Mayor Lempert		X						

I, Delores A. Williams, Assistant to the Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton its meeting held December 5, 2016.

Delores A. Williams
Assistant to the Clerk

ATTACHMENTS:

- Adopt a Park Policy (DOCX)

Adopt a Park Policy

Policy Statement

Princeton provides a wide variety of natural resources to its residents. The Municipality is responsible for the maintenance and stewardship of these resources. The residents treasure these resources and are willing to volunteer their time and expertise to assist the Municipality in maintaining and improving parklands and open space. The Municipality highly welcomes and encourages this volunteerism and recognizes the opportunity for partnerships with volunteers to build a stronger, healthier and more sustainable community.

Purpose

The purpose of this policy is to encourage volunteerism in our parklands and open space in the form of sponsorships for improvements and maintenance of parkland and open space. The Adopt a Park Policy will provide a framework for these partnerships to improve and maintain these natural resources.

Policy

The Municipality of Princeton hereby establishes the following policy to encourage and coordinate volunteerism in public parklands. The objectives of the policy are to:

- Encourage volunteerism that sponsors improvements or maintains parklands.
- Document expectations of the Municipality and the Volunteers who wish to maintain or establish improvements in parks and open space.
- Identify the general scope of tasks or improvements to be provided by volunteers
- Promote safe practices by volunteers and minimize risk.

To achieve these objectives the municipality will require partnership agreements between any organization or group seeking to participate in the Adopt a Park Program. The partnership agreements will provide the guidelines addressing the expectations and guidance for working in public lands.



RESOLUTION 16-347

Approving Transfers in Accordance with N.J.S.A. 40A:4-58

WHEREAS, there appears a surplus in the following attached accounts over and above the demand deemed to be necessary for the balance of the current year.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton, County of Mercer, State of New Jersey that in accordance with the provisions of N.J.S.A. 40A:4-58, part of the surplus in the accounts heretofore mentioned be and are hereby transferred to the accounts mentioned as being insufficient to meet the current demands, and the Chief Financial Officer is hereby authorized to do so.

From

Administration - OE
Administration - OE
Administration - OE
Administration - OE
Administration - OE
Administration - OE

To

Municipal Clerk - S&W \$ 3,000
Access Princeton - S&W \$ 6,000
Information Tech. - S&W \$ 2,000
Vehicle Maintenance - OE \$40,000
Suzanne Patterson Ctr. - OE \$46,000
Human Services - S&W \$31,000

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded by the Borough Clerk to the Chief Financial Officer.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		X			X			
Ms. Crumiller		X			X			
Ms. Howard		X			X			
Mr. Simon		X		X	X			
Mr. Liverman		X			X			
Mr. Miller		X	X		X			
Mayor Lempert		X						

I, Delores A. Williams, Assistant to the Clerk of Princeton, do hereby certify that the above is a true copy of a resolution adopted by the Mayor and Council of Princeton at a meeting held December 5, 2016.

Delores A. William, Assistant to the Clerk

ATTACHMENTS:

- memo mayor & council transfer dec 2016 (DOCX)



RESOLUTION 16-346

Resolution Authorizing Agreement with Fire & Safety Services

RESOLUTION AUTHORIZING AGREEMENT WITH FIRE & SAFETY SERVICES

WHEREAS, by Resolution 15-271 adopted on September 15, 2015, the Council awarded a contract to Pierce Manufacturing, Inc. for the following two (2) pieces of fire apparatus:

- One (1) Pierce® Arrow XT 75' Rear Mounted Heavy Duty Aerial Ladder ("Ladder Truck"); and
- One (1) Pierce® Arrow XT Triple Combination Pumper ("Pumper"); and

WHEREAS, at this time PRINCETON desires to have certain accessory tools installed on the Ladder Truck and Pumper by Fire & Safety Services, located in South Plainfield, New Jersey, who is certified to complete this installation by Pierce Manufacturing, Inc.; and

WHEREAS, Fire & Safety Services has provided a written proposal to Princeton for purposes of providing the sought-after tools and installing same for the total sum of \$24,160.00, as set forth in Fire & Safety Services' written proposal; and

WHEREAS, this contract is not subject to public bidding under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. because it will not exceed the applicable bid threshold; and

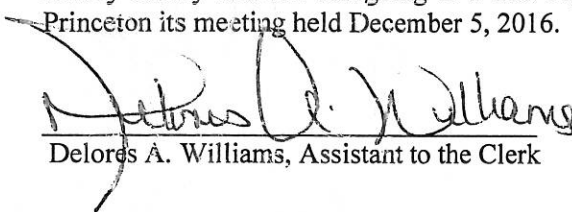
WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for this purchase.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Princeton, County of Mercer, State of New Jersey, as follows:

1. The foregoing "Whereas" clauses are hereby incorporated as if fully restated.

2. A contract for the provision of tools and installation of same on the Ladder Truck and Pumper is hereby awarded to Fire & Safety Services, of South Plainfield, New Jersey, without public bidding as permitted by law.
3. The total contract amount for the tools and their installation shall not exceed \$24,160.00, as set forth in Fire & Safety Services' written proposal.
4. The Mayor and Clerk are hereby authorized and directed to execute a Goods and Services Agreement with Fire & Safety Services consistent with this Resolution.

I, Delores A. Williams, Assistant to the Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton its meeting held December 5, 2016.



Delores A. Williams, Assistant to the Clerk

ATTACHMENTS:

- Goods and Services Agreement (TXT)
- EXHIBIT B & C (TXT)



RESOLUTION 16-345

Bid Award for Road Materials to Trap Rock Industries, LLC in the Amount of \$467,287.50

WHEREAS, the Department of Infrastructure and Operations has advised the Mayor and Council of the need for the purchase of road materials for use on various projects; and

WHEREAS, a contract known as "Road Materials" for said purchase was put out to public bid, the bids being received and opened on November 23, 2016; and

WHEREAS, Princeton received the following bid in connection with said contract:

Trap Rock Industries, LLC, Kingston, New Jersey in the amount of \$467,287.50.

WHEREAS, the staff has reviewed this bid and determined that the bid submitted by Trap Rock Industries, LLC, Kingston, N.J. is a responsible bid for this project; and

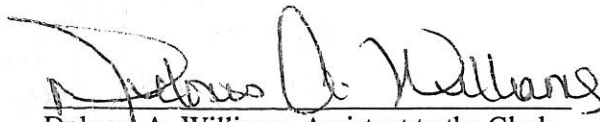
WHEREAS, the Chief Financial Officer has certified that funds are available for the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of Princeton as follows:

1. That the contract known as "Road Materials" is awarded to Trap Rock Industries, Kingston, N.J. in the bid amount of \$467,287.50.
2. The Mayor and Clerk are hereby authorized to execute a contract with Trap Rock Industries, LLC.
3. A copy of this Resolution, the Pay-to-Play Forms and the Agreement shall be placed on file in the Offices of the Clerk.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		✓			✓			
Ms. Crumiller		✓		✓	✓			
Ms. Howard		✓			✓			
Mr. Simon		✓			✓			
Mr. Liverman		✓			✓			
Mr. Miller		✓	✓		✓			
Mayor Lempert		✓						

I, Delores A. Williams, Assistant to the Clerk of Princeton, do hereby certify that the above is a true copy of a resolution adopted by the Mayor and Council of Princeton at a meeting held December 5, 2016.



Delores A. Williams, Assistant to the Clerk

ATTACHMENTS:

- Memo.M&C.RoadMaterials.December5,2016Meeting (DOCX)
- Bid Summary Sheet - November 23, 2016 (XLS)
- Agreement ROAD MATERIALS TRAP ROCK.Dec5,2016Mtg (DOC)



Mayor and Council

400 Witherspoon Street
Princeton, NJ 08540

Meeting: 12/05/16 06:00 PM
Department: Public Works

RESOLUTION 16-344

Bid Award for the Placement and Removal of Solid Waste Dumpsters for 2017 to Central Jersey Waste & Recycling, Inc., in the Amount of \$81,900.00

WHEREAS, the Princeton Sewer Operating Committee on behalf of Princeton has solicited bid proposals for the weekly placement and removal of solid waste dumpsters for the Solid Waste Convenience Center on River Road for 2017 (ending December 31, 2017); and

WHEREAS, all bid proposals were opened on November 23, 2016; and

WHEREAS, Princeton received the following four (4) bids:

Central Jersey Waste & Recycling, Inc. in the amount of \$81,900.00;

J. Vinch & Sons, Inc. in the amount of \$85,000.00;

Waste Management of New Jersey, Inc. in the amount of \$85,000.00; and

Republic Services, Inc. in the amount of \$85,200.00; and

WHEREAS, it is the recommendation of the Director of Infrastructure and Operations that the contract be awarded to Central Jersey Waste & Recycling, Inc., 432 Stokes Avenue, Ewing New Jersey 08638 as the lowest responsible bidder; and

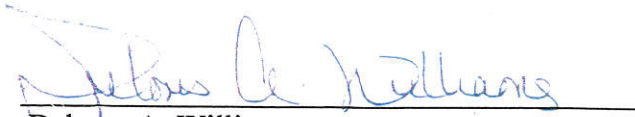
WHEREAS, Princeton's Chief Financial Officer has certified that funds are available for the purposes set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton as follows:

1. That the contract known as "Placement and Removal of Solid Waste Dumpsters for 2017" is awarded to Central Jersey Waste & Recycling, Inc. in the bid amount of \$81,900.00.
2. The Mayor and Clerk are hereby authorized to execute a contract with Central Jersey Waste & Recycling, Inc.
3. A copy of this Resolution, the Pay-to-Play Forms and the Agreement shall be placed on file in the Offices of the Clerk.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler		X			X			
Ms. Crumiller		X			X			
Ms. Howard		X			X			
Mr. Simon		X	X		X			
Mr. Liverman		X		X	X			
Mr. Miller		X			X			
Mayor Lempert		X						

I, Delores A. Williams, Assistant to the Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton its meeting held December 5, 2016.



Delores A. Williams
Assistant to the Clerk

ATTACHMENTS:

- Memo.M&C.Dumpsters.BidAward.CJ..Dec2016 (DOC)
- BidSummary-SolidWasteDumpsters-Nov.23,2016(XLS)
- Agreement.2017DumpsterContractwithCentralJersey (DOC)

**Resolution 16-343
MAYOR AND COUNCIL
OF PRINCETON**

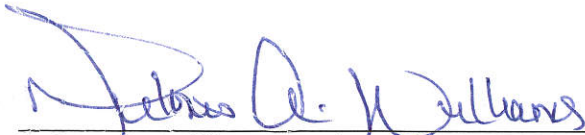
TO GO INTO CLOSED SESSION
(Open Public Meetings Act Sec.3)

BE IT RESOLVED by the Mayor and Council of Princeton:

1. This body will now convene into a closed session that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7B of the Open Public Meetings Act.
2. The general nature of the subject or subjects to be discussed in said session are as follows:
 - * Personnel - Municipal Attorney Interviews
 - * Contract Negotiations - Princeton First Aid and Rescue Squad Memorandum of Understanding
 - * Litigation Wang v. Princeton

The matters discussed will be made public when the need for confidentiality no longer exists.

I, Delores A. Williams, Assistant to the Clerk of Princeton, do hereby certify that the above is a true copy of a resolution adopted by the Mayor and Council of Princeton at a meeting held December 5, 2016.



Delores A. Williams, Assistant to Clerk

List of Bills - Clearing Claims Meeting Date: 12/05/2016 For bills from 11/29/2016 to 12/02/2016

Vendor	Description	Payment	Check Total
569 - ABLE MECHANICAL INC.	PO 20461 BLANKET/FACILITIES	1,232.32	1,232.32
2682 - ACCELA, INC. #774375	PO 20414 BLANKET \ SOFTWARE	700.00	700.00
2425 - ACCSES NEW JERSEY, INC	PO 20477 BLANKET \ BUILDINGS & GROUNDS	2,698.92	2,698.92
2293 - AIR SYSTEMS MAINTENANCE	PO 20481 BLANKET \ BUILDINGS & GROUNDS	2,774.00	2,774.00
2034 - ALL HANDS FIRE EQUIPMENT, LLC	PO 23198 GROOVES SOS RACK PPE - MODIFIED PAR	1,915.00	1,915.00
39 - AMERICAN WEAR INC.	PO 23409 PREVIOUS UNIFORMS/JM	1,673.56	
	PO 23409 PREVIOUS UNIFORMS/JM	2,060.22	3,733.78
57 - AT&T	PO 20534 BLANKET \ MONTHLY CHARGES	38.19	
	PO 23478 #0305193823 - 0555391124 - 03017	290.43	328.62
664 - BALDINO, SALVATORE	PO 23093 BLANKET PO FOR HOURS WORKED	1,920.00	1,920.00
1986 - BEST, CHRISTOPHER	PO 23407 2016 TUITION REIMBURSEMENT	2,107.00	2,107.00
1982 - BIO REFERENCE LABORATORIES	PO 21093 BLANKET\ LAB SCREENS	2,827.00	2,827.00
1537 - BISHOP, SHIRLEY M., PP, LLC.	PO 20547 RESOLUTION # 2016-23: AFFORDABLE HO	178.75	178.75
80 - BRIDGER, DEREK	PO 23439 REIMBURSEMENT FOR TRAVEL TO CONFERE	230.16	230.16
463 - BRITTON INDUSTRIES, INC.	PO 20496 BLANKET - TIPPING LOGS & BRUSH	337.45	337.45
83 - BUCKS COUNTY INTERNATIONAL INC	PO 20553 BLANKET - TRUCK PARTS	589.18	589.18
16 - BUSINESS BISTRO INC.	PO 23224 DINNER FOR THE PFD AWARDS AND INSPE	1,434.00	1,434.00
2036 - CARTER, KIM	PO 23395 2016 MEDICAL REIMBURSEMENT	781.23	781.23
90 - CARTER, RANDY	PO 23383 CELL PHONE BILL JUNE 22-JULY 21, 20	93.90	93.90
43 - CASS, ROBERTA	PO 23440 MILEAGE REIMBURSEMENT	168.31	168.31
2685 - CHERRY VALLEY TRACTOR SALES INC.	PO 22476 BLANKET - PARTS AND EQUIPMENT	50.50	50.50
2284 - CHIMNEY SWIFT SWEEPS	PO 23314 132 BRICKHOUSE DRYER VENT SWEEPING	235.00	235.00
1882 - CHITREN, DANIEL	PO 23362 2016 MEDICAL REIMBURSEMENT	900.00	900.00
106 - COMMUNICATIONS SPECIALISTS INC.	PO 20516 BLANKET \ MONTHLY MAINTENANCE AND R	899.00	899.00
1872 - CONTES BAR/PIZZA	PO 20795 BLANKET\ MEETING	83.50	83.50
109 - CONTINENTAL FIRE & SAFETY	PO 20517 BLANKET \ FIRE EXTINGUISHERS	38.00	38.00
117 - CRESTON, INC.	PO 20560 BLANKET HYDRAULIC PARTS	71.12	71.12
128 - DIVISION OF FIRE SAFETY	PO 23170 RENEWAL OF NJ UNIFORM FIRE CODE SUB	150.00	150.00
2696 - DLABIK, SHAUN	PO 23194 PRINCETON UNIVERSITY HALLOWEEN STAN	264.00	264.00
81 - DONALD MAYER-BROWN	PO 23426 REIMBURSEMENT FOR CELL PHONE FOR 12	240.00	240.00
2757 - DYNAMIC SECURITY, LLC	PO 23149 PRO SERIES EXACQ LICENSE	238.00	238.00
147 - FASTSIGNS INC.	PO 23318 SIGNS FOR NOV. 8, 2016 VOTING	494.40	494.40
1078 - FBI NAA - NJ	PO 23131 FOURTH QUARTER MEETING - LT. CHRIS	65.00	
	PO 23141 4TH QUARTER MEETING - CHIEF NICK SU	130.00	195.00
3189 - FLEXFACTS.COM	PO 23491 FSA Monthly Service Fee Mar 2016	716.00	716.00
155 - FOSTER & COMPANY, INC.	PO 20598 BLANKET SHOP SUPPLIES	382.99	382.99
402 - FYR-FYTER SALES SERVICE INC.	PO 21470 BLANKET/SERVICE	261.98	261.98
2246 - GENSERVE INC.	PO 23324 GENTRACKER MONITORING ANNUAL FEE 10	4,000.00	4,000.00
1758 - GEORGE'S ROASTERS AND RIBS	PO 20617 BLANKET / PRISONER MEALS	126.50	126.50
170 - GRAINGER	PO 20616 BLANKET / GENERAL SUPPLIES	1,620.81	
	PO 21790 BLANKET PO - SUPPLIES	138.15	1,758.96
172 - GREATER MERCER TMA	PO 21139 RESOLUTION # 2015-66: CROSSTOWN TR	23,954.25	23,954.25
2098 - GROFF TRACTOR NEW JERSEY, LLC.	PO 20633 BLANKET/ EQUIPMENT PARTS	847.30	847.30
184 - HERBERT, VAN NESS, CAYCI & GOODELL	PO 23394 PROFESSIONAL SERIVICES FOR ZONING B	1,336.50	1,336.50
3248 - HERTZ FURNITURE SYSTEMS, LLC	PO 22356 RESOLUTION # 2016-228: TROPHY CASE	19,504.00	19,504.00
1099 - HOUGH, ROBERT A.	PO 23372 REIMBURSEMENT LEAGUE OF MUNICIPALIT	80.00	80.00
1930 - HUGHES, JEFF	PO 23418 2016 EYEGGLASS REIMBURSEMENT, 10/14/	150.00	150.00
1660 - HUIE, LILY	PO 23508 9/8/16 - GPANJ MEETING AT THE HOLID	201.78	201.78
9 - JEN ELECTRIC	PO 23288 REPAIR TRAFFIC SIGNAL AT PAUL ROBES	735.00	735.00
211 - JOHNNY ON THE SPOT INC.	PO 20869 BLANKET\RENTAL	855.80	855.80
988 - K C SERVICE	PO 20629 BLANKET LAWNMOWER PARTS CHAINSAW PA	585.30	585.30
2017 - KIEFFER, DARWIN IV	PO 23437 2016 MEDICAL REIMBURSEMENT	900.00	900.00
2903 - KYOCERA DOCUMENT SOLUTIONS	PO 20418 BLANKET \ SERVICES CONTRACT	243.13	243.13
227 - LANGUAGE LINE SERVICES	PO 21160 BLANKET/TELEPHONE	32.30	32.30
3358 - LAUX, JEFFERY	PO 23399 REIMBURSEMENT FOR CONFERENCE EXPENS	237.09	237.09
629 - LAWRENCE AUTO GROUP INC	PO 23226 SERVICE PERFORMED ON FORD EXPLORER	139.40	139.40
1581 - LOWES	PO 20858 BLANKET / SUPPLIES & MATERIALS	194.55	194.55
1553 - MCCAFFREYS MARKET	PO 23270 HOT DOGS AND WATER FOR FIRE PREVENT	333.91	333.91
270 - MEHTA, MUKUL	PO 23368 MILEAGE REIMBURSEMENT 195 MILES X 0	160.27	160.27
1642 - MEIER, CAROL ANN	PO 23429 REIMBURSEMENT TO CAROL ANN MEIER FO	1,910.00	1,910.00
283 - MERCER COUNTY PROSECUTOR'S	PO 22457 REGISTRATION FOR FORCE SCIENCE TRAI	800.00	800.00
731 - MERCER COUNTY SHERIFF'S OFFICE	PO 23475 TRAFFIC DETAIL @MERCER STREET THURS	4,295.00	4,295.00
278 - MERCER COUNTY SOIL CONS. DIST	PO 23176 MERCER COUNTY SOIL CONSERVATION PER	985.00	985.00
295 - MILLER, PORTER & MULLER	PO 22828 RESOLUTION # 2016-254: LEGAL SERVI	2,107.00	

List of Bills - Clearing Claims

Meeting Date: 12/05/2016 For bills from 11/29/2016 to 12/02/2016

Vendor	Description	Payment	Check Total
	PO 23001 RESOLUTION # 2016-276: AVALON BAY	150.50	
	PO 23146 RESOLUTION # 2016-296: LEGAL SERVI	1,336.00	3,593.50
1503 - MRM CONSTRUCTION, LLC	PO 23476 RELEASE OF ESCROW FOR CERTIFICATE O	7,511.20	7,511.20
323 - NATIONAL PARTS SUPPLY CO.	PO 20583 BLANKET / VEHICULAR PARTS	52.00	52.00
1472 - NEW JERSEY ANALYTICAL LABORAT	PO 23292 MONITORING WELLS APRIL AND OCTOBER	2,700.00	2,700.00
1033 - NEW JERSEY AMERICAN WATER	PO 23389 ACCT 1018210019280447	49.31	49.31
343 - NEW JERSEY LEAGUE OF MUNICIPALITIES	PO 23430 25TH ANNUAL MAYOR'S LEGISLATIVE DAY	25.00	25.00
1032 - NJ AMERICA WATER - HYDRANT	PO 23479 OCT 19TO NOV 16 2016 #1018-210023	54,438.72	54,438.72
1452 - NJ SEX CRIMES OFFICERS ASSOC	PO 23312 TRAINING	350.00	350.00
7 - NORCIA CORPORATION	PO 23231 SALTER/SANDER FOR NEW TRUCKS	6,294.00	6,294.00
554 - O'NEILL, BRUCE	PO 23346 MILEAGE REIMBURSEMENT198 MILES X .5	198.37	198.37
3215 - PARSONS BRINCKERHOFF, INC.	PO 21935 RESOLUTION # 2016-145: PEDESTRIAN	24,510.29	24,510.29
1399 - PATTERSON, ROD	PO 23408 WORK RELATED MILEAGE	136.76	136.76
370 - PCH DEVELOPMENT CORPORATION	PO 21231 RESOLUTION # 2016-58: STUDY FOR PRO	5,000.00	5,000.00
1381 - PETTENATI, JOHN	PO 23420 TUN TAVERN	137.50	137.50
1360 - POTTS, DAVID T	PO 23448 4TH QURT 2016 MED GAP	2,735.58	2,735.58
583 - POWER PHONE	PO 23311 TRAINING	229.00	229.00
591 - PRINCETON PACKET, INC.	PO 23244 BD. OF HEALTH AMEND. CHPT 13; AFFID	57.00	57.00
592 - PRINCETON PUBLIC LIBRARY	PO 23477 Limbach Company LLC PO 14014	61,930.12	61,930.12
1277 - PRINCETON SUPPLY CORPORATION	PO 23332 MISC. BUILDING SUPPLIES	189.72	189.72
603 - PSE&G CO	PO 22960 114 BRICKHOUSE RD SEPTEMBER 2016 AC	21.80	
	PO 23358 ELECTRIC ACCT 6599460607	913.67	935.47
2049 - REPUBLIC SERVICES #689	PO 21136 BLANKET / RECYCLING	1,043.51	1,043.51
1204 - RIGGINS INC.	PO 20842 BLANKET / FUEL	6,798.00	6,798.00
3214 - RUTGERS POLICE INSTITUTE	PO 21934 RESOLUTION # 2016-139: DATA ANALYS	15,000.00	15,000.00
634 - RUTGERS UNIVERSITY-CONTINUING PROF	PO 23242 LARGE TREE CLIMBING AND RIGGING NOV	395.00	395.00
637 - SAMZIE'S UNIFORMS LTD.	PO 20774 BLANKET/UNIFORMS	216.00	216.00
3297 - SANDER TECHNICAL SERVICES LLC	PO 22768 REPLACEMENT PARTS FOR TRUCK TIRE MA	2,765.04	2,765.04
467 - SEWPHISTICATION STATION LLC	PO 23319 BLANKET - SHIRTS - FIRE INSPECTORS	273.00	273.00
647 - SHAPIRO, SUSAN	PO 23406 2016 EYEGLASS REIMBURSEMENT, 10/27/	150.00	150.00
1185 - SHARP ELECTRONICS CORPORATION	PO 20569 BLANKET \2016 MONTHLY CHARGES	330.88	330.88
648 - SHERWIN-WILLIAMS	PO 20843 BLANKET / PAINT	95.45	
	PO 20886 BLANKET \ SUPPLIES	327.35	422.80
1253 - SHI	PO 23058 BLUEBEAM REVU 2016 STANDARD	489.46	
	PO 23154 BROTHER YELLOW INK FOR POLICE	22.00	511.46
1252 - SIEMENS INDUSTRY INC.	PO 23289 SERVICE CALL TO REARM FIRE PANEL	490.00	490.00
1237 - SOLOVAY, MATTHEW	PO 23363 2016 MEDICAL REIMBURSEMENT	103.09	103.09
1226 - STEINER, RICHARD V	PO 23441 3RD QRT MED RETREE	2,901.30	2,901.30
625 - STEWARTS TOWING	PO 23050 FLATBED NISSAN MAXIMA	280.00	280.00
1223 - STOCKTON, DEANNA	PO 23428 REIMBURSEMENT TO DEANNA STOCKTON FO	624.00	624.00
688 - STRAIGHT EDGE STRIPING, LLC	PO 22829 RESOLUTION # 2016-257: 2016 SIGNAG	5,346.34	5,346.34
2877 - SUMMERS, ANDREW	PO 23094 BLANKET PO FOR HOURS WORKED	222.00	222.00
3312 - SWEETWATER	PO 22889 Marantz Handheld 24-Bit SD Recorder	599.00	599.00
2083 - TAGLIERI, DANIEL	PO 23427 LICENSE RENEWAL	91.00	91.00
2010 - TOP LINE CONSTRUCTION CORP.	PO 19458 RESOLUTION # 2015-203 - EDGEHILL ST	41,901.57	
	PO 22827 RESOLUTION # 2016-256: 2016 MANHOL	2,335.00	
	PO 23307 RESOLUTION # 2016-322: MANHOLE / I	2,630.00	46,866.57
1184 - TORRES, CHRISTOPHER	PO 23359 SODA FOR RAY JOLLY'S RETIREMENT PAR	80.99	80.99
960 - TRANS UNION RISK	PO 20696 BLANKET \MONTHLY CHARGES	114.00	114.00
838 - TRAP ROCK INDUSTRIES, LLC	PO 20294 RESOLUTION # 2015-349: ROAD MATERIA	31,242.92	31,242.92
948 - VAN MATER, DAN	PO 23357 REIMBURSEMENT FOR PARKING FOR LEAGU	30.00	30.00
408 - VECTOR SECURITY	PO 20419 BLANKET \ FIRE ALARM- POOL	141.00	
	PO 20420 BLANKET \ ALARM RECREATIN BUILDIN	158.00	299.00
28 - VERIZON CABS	PO 20830 BLANKET/TELEPHONE	1,217.95	1,217.95
959 - VERIZON WIRELESS	PO 23480 #832046190 OCT 11 - NOV 10	2,387.34	2,387.34
962 - VERIZON/TRENTON	PO 20530 BLANKET \MONTHLY CHARGES	1,563.05	1,563.05
2155 - VINCENT BALDINO & BROS. LL	PO 23287 REPAIR CONCRETE FLOOR OF SECOND FLO	1,150.00	1,150.00
2 - W.B MASON	PO 21075 BLANKET- OFFICE SUPPLIES	223.71	
	PO 21914 BLANKET/OFFICE SUPPLY	192.75	
	PO 23338 AA BATTERIES	247.17	663.63
2575 - WINNING TEAMS BY NISSEL LLC	PO 23331 24P124 KIT, HOLDER, TIP	569.98	569.98
3355 - WURTZ, CHRISTOPHER & MEGHAN	PO 23341 REFUND BL-7502 LT-4 FOR DUPLICATE 4	5,140.44	5,140.44
1075 - YARDVILLE SUPPLY COMPANY	PO 20769 BLANKET/GENERAL SUPPLIES	30.62	

List of Bills - Clearing Claims

Meeting Date: 12/05/2016 For bills from 11/29/2016 to 12/02/2016

Vendor	Description	Payment	Check Total
	PO 20867 BLANKET \ SUPPLIES	96.43	
	PO 21130 BLANKET / METERS	54.22	181.27
TOTAL			394,778.25

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-105-200	PERSONNEL - OE	2,789.97			
01-201-20-111-200	ADMINISTRATIVE & EXECUTIVE OE	16,486.50			
01-201-20-125-200	INFORMATION TECHNOLOGY - OE	1,991.59			
01-201-20-130-200	FINANCE ADMINISTRATION OE	716.00			
01-201-20-150-200	ASSESSMENT OF TAXES OE	136.76			
01-201-20-155-450	MGP - LITIGATION	2,107.00			
01-201-20-165-200	ENGINEERING SERVICES OE	1,036.09			
01-201-21-180-200	REGIONAL PLANNING BD. - TWP - OE	599.00			
01-201-21-185-200	ZONING COSTS - OE	230.16			
01-201-23-220-200	EMPLOYEE GROUP INSURANCE OE	8,621.20			
01-201-25-240-200	POLICE OE	3,973.33			
01-201-25-265-200	FIRE OE	4,337.82			
01-201-25-266-200	FIRE HYDRANT SERVICES OE	54,438.72			
01-201-25-267-200	FIRE FACILITIES OE	3,781.78			
01-201-25-268-200	FIRE INSPECTOR OE	423.00			
01-201-26-290-200	ROAD REPAIRS & MAINTENANCE OE	1,898.62			
01-201-26-305-200	GARBAGE & TRASH REMOVAL OE	1,043.51			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	7,081.00			
01-201-26-315-200	VEHICLE MAINT. - ADMIN. OE	4,444.13			
01-201-27-330-200	BOARD OF HEALTH OE	150.90			
01-201-27-331-200	SUZANNE PATTERSON CENTER OE	23,954.25			
01-201-27-346-200	JT DRUG ABUSE PROGRAM - TWP - OE	1,960.00			
01-201-28-370-200	JOINT RECREATION BOARD OE	1,479.96			
01-201-28-375-200	PARK MAINTENANCE OE	1,769.47			
01-201-31-440-200	TELEPHONE OE	5,497.38			
01-201-31-455-200	SEWER FACILITIES OPERATING OE	6,166.86			
01-201-31-460-200	GASOLINE OE	6,798.00			
01-203-26-290-200	(2015) ROAD REPAIRS & MAINTENANCE OE		955.28		
01-203-27-346-200	(2015) JT DRUG ABUSE PROGRAM - TWP - OE		867.00		
01-203-31-455-200	(2015) SEWER FACILITIES OPERATING OE		544.87		
01-205-55-900-035	RESERVE FOR TAX OVERPAYMENTS			5,140.44	
01-260-05-100	DUE TO CLEARING/CLAIMS			0.00	171,420.59
TOTALS FOR	CURRENT FUND	163,913.00	2,367.15	5,140.44	171,420.59
02-213-44-904-301	PRINCETON UNIVERSITY FIRE			2,406.00	
02-213-44-911-301	CLEAN COMMUNITIES			126.50	
02-260-05-100	DUE TO CLEARING/CLAIMS			0.00	2,532.50
TOTALS FOR	GRANT FUND	0.00	0.00	2,532.50	2,532.50
04-215-10-017-000-000	VARIOUS CAPITAL IMPROVEMENTS ORD 2010-17			41,901.57	
04-215-11-013-000-000	VARIOUS CAPITAL IMPROVEMENTS ORD 2011-13			19,504.00	
04-215-13-021-000-000	VARIOUS CAPITAL IMPROVEMENTS ORD 2013-21			17,486.46	
04-215-13-031-000-000	VARIOUS CAPITAL IMPROVEMENTS ORD 2013-31			5,760.00	
04-215-14-025-000-000	Ordinance 2014-25 Various Imprv			900.00	
04-215-15-007-000-000	Ordinance 2015-7 Various Imprv			107,247.21	
04-215-16-020-000-000	Ordinance 2016-20 Various Imprv			8,550.00	
04-215-16-028-000-000	Ordinance 16-28 Snowden & Van Dyke Sewer			1,535.00	
04-260-05-100	DUE TO CLEARING/CLAIMS			0.00	202,884.24

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
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TOTALS FOR	GENERAL CAPITAL FUND	0.00	0.00	202,884.24	202,884.24
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05-201-02-007-200	PARKING OE	2,344.01			
05-203-02-007-200	(2015) PARKING OE		892.41		
05-260-05-100	DUE TO CLEARING/CLAIMS			0.00	3,236.42
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TOTALS FOR	PARKING UTILITY OPERATING FUND	2,344.01	892.41	0.00	3,236.42
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17-260-05-100	Due To Claims/Clearing			0.00	8,847.70
17-290-20-000-000	PROFESSIONAL FEES			1,336.50	
17-290-40-000-000	PERFORMANCE GUARANTEE			7,511.20	
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TOTALS FOR	ESCROW	0.00	0.00	8,847.70	8,847.70
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21-201-12-110-200	CONSTRUCTION EXPENSES - OE	421.25			
21-260-05-100	DUE TO CLAIMS/CLEARING			0.00	421.25
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TOTALS FOR	TRUST FUND	421.25	0.00	0.00	421.25
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40-201-20-105-200	AFFORDABLE HOUSING BOARD OE	5,435.55			
40-260-05-100	DUE TO CLAIMS/CLEARING			0.00	5,435.55
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TOTALS FOR	AFFORDABLE HOUSING UTILITY	5,435.55	0.00	0.00	5,435.55
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Total to be paid from Fund 01 CURRENT FUND		171,420.59			
Total to be paid from Fund 02 GRANT FUND		2,532.50			
Total to be paid from Fund 04 GENERAL CAPITAL FUND		202,884.24			
Total to be paid from Fund 05 PARKING UTILITY OPERATING FUND		3,236.42			
Total to be paid from Fund 17 ESCROW		8,847.70			
Total to be paid from Fund 21 TRUST FUND		421.25			
Total to be paid from Fund 40 AFFORDABLE HOUSING UTILITY		5,435.55			
		=====			
		394,778.25			

Checks Previously Disbursed

1201	DEPOSITORY TRUST CO/CHASE	PO# 23450	20,000.00 12/01/2016
1130	M & T BANK	PO# 23449	42,520.00 11/30/2016

			62,520.00

Total paid from Fund 01 CURRENT FUND 62,520.00

62,520.00

Total for this Bills List: 457,298.25

MUNICIPALITY OF PRINCETON

DEPARTMENT OF INFRASTRUCTURE AND OPERATIONS

STRATEGIC REVIEW

NOVEMBER 28, 2016 (LAST REVISED)

PURPOSE OF THE STRATEGIC REVIEW

This document serves as the road map for the Department of Infrastructure and Operations. It identifies the direction of the Department, how the Department will achieve this direction and how the Department will provide the framework for forward thinking activities within both the overall Department and specific Divisions.

The Department of Infrastructure and Operations consists of six (6) major divisions:

- Parking Operations
- Parks and Open Space
- Public Buildings
- Sanitary and Storm Sewers
- Streets and Roads
- Vehicles and Equipment

The Review provides general goals and objectives for the Department and for each specific division.

In addition, to start this process, on February 23 and 25, 2016, the Administrative and Supervisory Staff of the Department of Infrastructure and Operations engaged in visioning sessions facilitated by David L. Woglom, Associate Director for Public Service, the Meyner Center at Lafayette College. At the conclusion of these sessions, Mr. Woglom prepared the attached report.

GENERAL GOALS OF THE DEPARTMENT OF INFRASTRUCTURE AND OPERATIONS

The following is the list of departmental goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL #1 Improve the public works facilities that house the vehicles, equipment and employees of the department.

Role:

Council, Administrator, Department Director and Management Staff

Objective:

Complete cost analysis of location options.

- September - December 2016

Complete cost analysis of existing Public Works building construction / improvements.

- December 2016

Staff to present options and recommendation to Mayor and Council.

- 2017 Capital Budget Process

Mayor and Council to approve the recommendations of staff.

- TBD 2017

Staff to proceed with appropriate design documents.

- TBD 2017

GOAL # 2 Improve the operating functions, procedures and communication between Access Princeton and the Department of Infrastructure and Operations

Role:

Administrator, Department Director along with Management and Administrative Staff, Access Princeton Staff,

Objective:

Define and develop operating functions, procedures and communication methods.

- July / August 2016

Implement operating functions, procedures and communication methods.

- First Quarter 2017

Establish regular meetings to discuss progress.

- January 2017

Report to Administrator and Director on specific progress on a specific timeline.

- First Quarter 2017

GOAL # 3 Maintain the current level of high-quality public services to residents, visitors, and people who work in Princeton

Role:

Department Staff

Objective:

Make the best use of our staff and equipment. Minimize the use of over-time and track same.

- Continuous

Evaluate the efficiency of the work being performed. Is the work completed in accordance with the schedules and / or time commitments.

- Continuous

Evaluate the need and reason for specific services for next year's budget.

- Continuous

Monitor feedback via Mayor and Council, Sub-committees, Access Princeton and social media.

- Continuous

GOAL # 4 Develop, implement and evaluate existing and new Preventive Maintenance Programs for the department, such as existing sanitary and storm sewers and tree maintenance programs, so that operations can be more proactive and less reactive.

Role:

Department Director and Management Staff with input from field staff.

Objective:

Identify required Preventive Maintenance Programs.

- October – December 2016

Prepare Preventive Maintenance Programs with measurable parameters.

- November - December 2016

Establish reporting procedures

- November - December 2016

Implement Preventive Maintenance Programs

- First Quarter 2017

Evaluate and report on the results of the Preventive Maintenance Program

- Second Quarter 2017 and then continuous quarterly process.

GOAL # 5 Maintain an appropriate operating budget that provides the Department with the appropriate resources to provide efficient public services; maintain capital budgets that maintain (and increase as needed) existing levels of vehicles and equipment

Role:

Mayor and Council, Administrator, Department Director and Management Staff

Objective:

Prepare annual budgets.

- August – September of each year

Implement the annual budgets. Develop an annual plan / schedule to utilize the appropriate capital allocations.

- January of each year

Annual review of accomplishments, projects completed, and vehicle and equipment inventory.

- Quarterly

GOAL # 6 Implement the Princeton Shade Tree Commission's "Management Plan" for Emerald Ash Borer (EAB).

Role:

Mayor and Council, Administrator, Department Director and Management Staff, Shade Tree Commission

Objective:

Princeton Shade Tree Commission develop a Management Plan

- Completed in 2016

Department include the cost of the proposed Management Plan in the Capital Budget. Approximately \$350,000 per year included in the Capital Budget for years 2017 – 2021.

- Completed in 2016

Mayor and Council to approve the capital funding of the Management Plan

- 2017

Implement the Management Plan based on the funding received

- 2017 – 2021

GOAL # 7 Update the Princeton Sewer Operating Committee's Priority List for sanitary sewer improvements.

Role:

Division Supervisor and Staff

Objective:

Complete the preparation of a new priority list of sanitary sewer infrastructure improvements and costs for the next 5 – 10 years.

- January 2017

Obtain the appropriate capital and outside – New Jersey Environmental Infrastructure Financing Program (NJEIFP) – financing.

- Continuous

Prepare the appropriate design documents

- As appropriate per specific project

Construct appropriate projects.

- As appropriate per specific project

DIVISION OF PARKING OPERATIONS

GOALS AND OBJECTIVES

The following is the list of Division of Parking Operations' goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Provide safe and convenient parking in Princeton.

Role:

Division Supervisor and Staff

Objective:

Continually review parking operations, options and availability.

- Continuous

Ensure proper lighting is maintained.

- Continuous

Ensure proper security through technology and observation.

- Continuous

Ensure that the facility is clean.

- Continuous

GOAL # 2 Conduct a complete evaluations of the Spring Street Garage (SSG)

Role:

Division Supervisor and Staff

Objective:

Prepare and issue a Request for Proposals.

- November 2016 – obtaining proposals.

Obtain the services of a qualified “consultant” to examine the entire garage structure. The SSG has not been thoroughly inspected since it opened.

- December 2016

SSG evaluated.

- January – February 2017

Review the results of the garage evaluation and as appropriate prepare cost estimates and “repair” schedule.

- March – April 2017

GOAL # 3 Improve both verbal and non-verbal communication with residents and staff.

Role:

Division Supervisor and Staff

Objective:

Evaluate and improve, as appropriate, signage in facilities.

- Continuous

Evaluate and improve, as appropriate, facility identification.

- Continuous

Continue to provide great customer service within the community.

- Continuous

Goal # 4 Improve the effectiveness of our services.

Role:

Division Supervisor and Staff

Objective:

Evaluate and improve, as appropriate, staff work schedules.

- November – December 2016

Maintain current work procedures and policies.

- November – December 2016

Streamline processes in an effort to reduce un-necessary costs.

- Continuous

DIVISION OF PARKS AND OPEN SPACE

GOALS AND OBJECTIVES

The following is the list of Division of Parks and Open Space goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Maintain all public parks and open spaces in a clean user friendly condition.

Role:

Division Supervisor and Staff

Objective:

Work in conjunction with the Recreation Department to maintain all lawn areas and equipment.

- Continuous

Evaluate the lawn maintenance program – review work done by staff and by outside vendor(s).

- January – February of each year.
- Bid new contract in February of each year.

GOAL # 2 Evaluate the potential impacts to all parks and open spaces by the Emerald Ash Borer (EAB)

Role:

Division Supervisor and Staff

Objective:

Work in conjunction with the Shade Tree Commission (STC) to evaluate the impacts of the EAB in public parks and open spaces and prepare appropriate reports and cost estimates.

- TBD 2017

Obtain appropriate capital budgets for removal and replacement of trees.

- September 2017

Implement the developed EAB plan.

- 2017 - 2022

GOAL # 3 Investigate the best way to maintain Princeton's public parks, open spaces and trails.

Role:

Division Supervisor and Staff

Objective:

Evaluate the best means to oversee and maintain Princeton's public parks, open spaces and trails through the use of paid staff and volunteers.

- Continuous

Based on evaluation, determine and submit the appropriate financing request and support documentation.

- September of each year.

DIVISION OF PUBLIC BUILDINGS

GOALS AND OBJECTIVES

The following is the list of Division of Public Buildings' goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Evaluate the current condition of all public buildings.

Role:

Division Supervisor and Staff

Objective:

Complete the evaluation and documentation of the condition of the major components of all public buildings / facilities.

- January – March 2017

Prepare costs estimates and capital budgeting.

- April – June 2017

GOAL # 2 Evaluate the current cleaning process of all public buildings.

Role:

Division Supervisor and Staff

Objective:

Determine the most efficient and cost effective means in which to maintain the cleanliness of all public buildings – “in-house” staff vs. out-sourcing to a vendor. Current budget is \$175,000 for outside vendor.

- Third quarter of each year.

Obtain bids, extend existing contract(s), hire staff, etc.

- Fourth quarter of each year.

Implement decision

- January of each year.

GOAL # 3 Evaluate the trash, recycling and food waste disposal methods at all public building.

Role:

Division Supervisor and Staff

Objective:

Evaluate the current disposal of all trash, recycling and food waste.

- September – December 2016

Develop a new program for the disposal of all trash, recycling and food waste.

- January – March 2017

Implement a new program for the disposal of all trash, recycling and food waste.

- By June 1, 2017.

GOAL # 4 Evaluate the current security and safety plans of all public building

Role:

Division Supervisor and Staff

Objective:

Ensure that all public building are safe and secure in the event of an emergency.

- Continuous

Ensure that all staff and public are properly notified and directed to appropriate safe areas in the event of an emergency.

- TBD 2017

DIVISION OF SANITARY AND STORM SEWERS

GOALS AND OBJECTIVES

The following is the list of Division of Sanitary and Storm Sewers' goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Provide protection to the municipality, citizens and the environment.

Role:

Division Supervisor and Staff

Objective:

Continue to meet and improve the conveyance of wastewater within all parameters of our permits. The goal is no overflows and no violations.

- Continuous

Establish Preventive Maintenance Programs for both sanitary and storm water collection systems.

- November – December of each year.

Implement any changes and continuously record all information related to the Preventive Maintenance Program.

- January of each year.

GOAL # 2 Update the current priority list for sanitary sewer improvements

Role:

Division Supervisor and Staff

Objective:

Prepare a new priority list of sanitary sewer infrastructure improvements and costs for the next 5 – 10 years.

- October 2016 – January 2017

Obtain the appropriate capital costs and outside financing.

- Continuous each year.

Prepare appropriate design documents.

- As appropriate each year.

Construct appropriate projects.

- As appropriate each year.

GOAL # 3 Establish an easement maintenance program and notification system.

Role:

Division Supervisor and Staff

Objective:

Establish a yearly reminder to all property owners with sanitary or storm sewer easement about the requirements to maintain accessible easements.

- March – April of each year.

Maintain and evaluate all easements on a regular time line.

- Summer of each year.

GOAL # 4 Develop a comprehensive asset management program.

Role:

Division Supervisor and Staff

Objective:

Continue to develop, improvement and implement the current PSOC GIS program and coordinate same with the Municipal GIS program.

- TBD

Develop a system that allows for the analysis of flows throughout the system.\

- TBD

DIVISION OF STREETS AND ROADS

GOALS AND OBJECTIVES

The following is the list of Division of Streets and Roads' goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Establish an annual street maintenance plan

Role:

Division Supervisor and Staff

Objective:

Annually evaluate the condition of all municipal roads for repairs and improvements.

- April – June of each year.

Develop the appropriate operating and capital budget to maintain all municipal roads in a safe condition.

- September of each year.

GOAL # 2 Provide great emergency response

Role:

Division Supervisor and Staff

Objective:

Maintain all equipment in proper working order and fueled.

- Continuous

Train staff to be prepared for after-hours emergencies.

- Continuous

Prepare all equipment and staff for any weather related emergencies.

- Continuous

GOAL # 3 Municipal trash, recycling and food waste collection

Role:

Division Supervisor and Staff

Objective:

Evaluate the most cost effective and efficient manner for the collection of trash, recycling and food waste.

- By July 1 of each year.

Implement any program changes (obtain bids, award contracts, etc.).

- By November 1 of each year.

GOAL # 4 Municipal brush and leaf collection

Role:

Division Supervisor and Staff

Objective:

Evaluate the most cost effective and efficient manner for the collection of brush and leaves throughout the year.

- First quarter of each year.

Implement any program changes.

- Third quarter of each year.

GOAL # 5 Evaluate the existing tree canopy on municipal streets

Role:

Division Supervisor and Staff

Objective:

Evaluate the existing tree canopy on municipal streets for tree pruning, tree removals, and overhead utility issues. Coordinate the work with appropriate staff and utilities.

- Continuous

DIVISION OF VEHICLES AND EQUIPMENT

GOALS AND OBJECTIVES

The following is the list of Division of Vehicles and Equipment goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

GOAL # 1 Maintain a full summary / inventory of all vehicles.

Role:

Division Supervisor and Staff

Objective:

Continue to maintain a complete inventory of all municipal vehicles and equipment.

- Update the inventory on a quarterly basis.

GOAL # 2 Provide all services, supplies and materials at the most economical costs / rates that are available and document same.

Role:

Division Supervisor and Staff

Objective:

Track all vendor costs to ensure the use of the best services, supplies and materials all at the best costs.

- Continuous

Aggressively seek lowest possible costs for services, supplies and materials.

- Continuous

Maintain records of all labor and materials used per piece of equipment and vehicle.

- Continuous

Develop time frame for completion of all repairs and monitor actually time required.

- Continuous

GOAL # 3 Provide staff with a safe working environment and with the appropriate tools, parts and equipment.

Role:

Division Supervisor and Staff

Objective:

Maintain all work areas in a safe clean condition.

- Continuous

Provide the appropriate tools and equipment.

- Continuous

Provide the appropriate and required training needed to service the municipal equipment and vehicles. Training and equipment for electric vehicles.

- Continuous

Robert B. & Helen S.
Meyner Center
for the Study of State & Local Government

Town of Princeton

Public Works Department

Strategic Plan

March 2016

Lafayette College
Robert B. & Helen S. Meyner Center
For the Study of State & Local Government
002 Kirby Hall of Rights
Easton, Pennsylvania 18042

The Robert B. and Helen S. Meyner Center for the Study of State and Local Government, which began operations in August 1994, is a nonpartisan, nonprofit, unit of Lafayette College. Robert B. Meyner was a graduate of Lafayette College (1930) and Governor of New Jersey from 1954 to 1962. Helen S. Meyner served in the U.S. House of Representatives from 1975 to 1979. The Meyner Center is supported by an endowment contributed by the estate of Robert B. and Helen S. Meyner, contributions from Richard and Priscilla Hunt of Cambridge, Massachusetts, and other Meyner family and friends, and external grants and contracts from specific projects by private foundations, nonprofit entities, and government agencies.

The Center educates students about the vital importance of state and local governments and encourages young people to participate in state and local affairs as volunteers, interns, and future leaders. The Center also works with state and local government officials and civic groups in its Pennsylvania, New Jersey, and New York region to enhance public awareness, effective governance, regional cooperation, and public policy. For local governments in the region, the Center provides such specific services as administrative and financial reviews, comparative salary studies, executive-search assistance, strategic planning/visioning programs, and educational workshops and forums. The Meyner Center works, as well, with state, national associations of state and local officials, such as the Council of State Governments, National Conference of State Legislatures, National Governors Association, National League of Cities, Pennsylvania State Association of Boroughs, and Multistate Tax Commission.

Internationally, the Center engages in educational and training programs on regional and local governance, federalism and decentralization, and intergovernmental relations at the request of foreign governments and universities, the World Bank, and U.S. agencies. The Center has worked on issues of federalism, democracy, and local governance in, for example, Brazil, Cyprus, the Czech Republic, Egypt, Ethiopia, Germany, India, Japan, Mexico, Nigeria, Russia, South Africa, Spain, Turkey, and Ukraine. The Center also has hosted USIA/Fulbright and National Endowment for the Humanities summer institutes as well as visiting scholars, public officials, and delegations from abroad. The Center also is a focal point for a long-term project entitled "A Global Dialogue on Federalism in the 21st Century," which is sponsored jointly by the Forum of Federations and the International Association of Centers for Federal Studies.

Staff

John Kincaid, Director and Professor
David L. Woglom, Associate Director for Public Service
Terry A. Cooper, Administrative Assistant

Preface

Most municipal public works departments do not have a Strategic Plan to guide them into their future. This deficiency can create confusion, dysfunction, and inefficiency among the managerial and rank-and-file staff and elected Board members. A comprehensive Strategic Plan lists goals that are identified by the department's management team, assigns individual(s) with the responsibility to achieve the goals, and identifies the criteria for reviewing performance. This program provides several, significant benefits to the department. The Final Report becomes the Strategic Plan that can be amended in the future to reflect the changing needs of the Town. The visioning process develops trust and camaraderie among staff, opens the lines of communication that help employees to understand one another, and provides the staff with the opportunity to map out their goals. This trust, respect, and understanding will help to make the department's operations more efficient and productive, which benefits everyone individually and the Town as a whole.

This report conveys a proposed Strategic Plan of the Public Works Department of the Town of Princeton, New Jersey. It has been prepared after visioning sessions held on February 23 and 25, 2016, which was attended by Town Administrator Marc Dashield, Assistant Administrator Kathy Monzo, Department Head Robert Hough, Public Works Director Dan Van Mater, Assistant Director Chris Torres, Vehicle Maintenance Supervisor Larry Churchwell, Parking Operations Supervisor Bill Moraski, PSOC Supervisor Tom Hughes, Arborist Lorraine Konopka, Foreman Henry Lake, Foreman Brian Maher, Foreman Keith Wood, Foreman Bruce O'Neill, Office Manager Janice Most, Administrative Assistant Linda Dellavalle, Recycling Coordinator Janet Pellichero, Engineer Bob Kiser, Union President Dave Pollard, and Union Representative Keith McCoy. The report was prepared by David L. Woglom, Associate Director for Public Service of the Meyner Center. The Center thanks all attendees who participated in the planning sessions necessary to complete this report. Any views expressed in this report are not necessarily those of Lafayette College.

John Kincaid
Director & Professor

Town of Princeton
Public Works Department
Strategic Plan
March 2016

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Introduction

The Princeton Public Works Department consists of approximately 61 full/part-time employees who work in divisions of:

Recycling
Sanitary/Storm Sewers
Vehicle and Equipment Maintenance
Parking
Public Buildings
Streets, Roads, and Organic Recycling
Parks and Open Space

The Town of Princeton has a population of approximately 28,600 with a size of 18.3 square miles. The daytime population is significantly higher due to the students and employees of Princeton University, which is located in the Town. Princeton today consists of what previously was two municipalities: the Borough and the Township of Princeton. The two municipalities were merged approximately three years ago through a referendum ballot overwhelmingly approved by voters.

The Princeton Public Works Department is a full-service department. It provides most of the services that any municipal public works department could offer, including the contracting of trash collection and an aggressive and comprehensive recycling program.

All attendees were responsive and deeply involved during the visioning sessions on February 23 and 25, 2016. The first task was the listing of the strengths and weaknesses of the department. Then the attendees listed goals for the future of the department. Attendees provided comments and suggestions that were indicative of their dedication to their roles in the department and Town. At the end of the visioning sessions, the attendees decided to list their goals in three categories: highest, middle, and less important.

There are 16 goals in the Strategic Plan. Following each goal is a “Role” and “Barometer.” The Role identifies the person(s) responsible for working to achieve the goal; the Barometer identifies the criteria for reviewing performance.

Strengths and Weaknesses of the Department

Strengths

1. *The Access Princeton program is working, although it needs to be improved.* The Staff believes that the SeeClickFix application provides residents with the ability to promptly and easily notify the Town of issues. The Staff then receives the notification quickly. However, (as detailed in the Weaknesses section of this report) some improvements should be made.
2. *The skills, experiences, dedication, and pride of the department employees.* The Staff believes that they work together well to provide public services and to respond to complaints and issues. They are conscientious and prompt in their delivery of services, and believe that the skills of the Staff are being underutilized (as will be detailed in the Weaknesses section).
3. *The merged staff of the Borough and Township are becoming more efficient and productive.* The Staff has noticed that most of the initial animosities and major differences in culture between the employees from the Borough and the Township are significantly less now than immediately after the merger. The Staff expects that the overall relationship among employees will grow and improve in the future.
4. *The stability/continuity of management personnel has helped the Staff.* Most of the individuals in management positions have remained the same for several years, which provides continuity for the relationship between management and the rank-and-file employees. It also helps the rank-and-file employees to understand the directions of management.
5. *The relationship between the union and department management staff is excellent.* Representatives from department and union management agree that differences are professionally and respectfully discussed and administered; the result is an increase in productivity and a decrease in traditional management/union tension.
6. *The quality of public services provided to the residents is thorough and efficient.* Throughout the visioning sessions, the Staff exhibited significant pride in their work; they believe that their department is thoroughly responsive to the needs of residents.
7. *Sewer emergency response time is efficient.* The Staff believes that they respond to sewer emergency issues in a very quick and thorough way.
8. *The Princeton Council has a healthy respect for the work done by the Public Works Department.* The Staff believes that the Council has a growing awareness of the quantity and quality of work done by the department, and from time-to-time has expressed its thanks for this work.
9. *The level of financial support given to the department has remained consistent and mostly sufficient.* Manpower and equipment needs have mostly been met. However, (as will be listed in the Weaknesses section), facilities and equipment upgrades and replacements need to be addressed.
10. *The sanitary sewer pumps have been well maintained, which saves the Town money and avoids unnecessary environmental problems.*
11. *The department has an excellent relationship with county and state regulatory agencies and utility companies.* This strong relationship has helped the department be more efficient and productive.

12. *Cross training within the divisions of the department has increased.* Employees are being trained to assist with a wide range of public services. This is a change from past practice and enables the department to be more efficient and responsive to issues.

Weaknesses

1. *The facilities that house the equipment and employees of the department are totally insufficient, inadequate, and inefficient.* This issue was the number one weakness identified by the Staff. Most vehicles and equipment are not stored overnight in buildings, which causes maintenance and efficiency issues. Some equipment is being stored in sheds, which are in poor condition. Many times employees must go to multiple sites to acquire the equipment and vehicles to complete their tasks. Management and rank-and-file employees are working out of trailers—the quality of which is poor. Vehicle mechanics must work in substandard conditions and travel to multiple sites to get the equipment before beginning work. The result is a fractured approach to the provision of public services. The Staff believes that a consolidated location would provide a significant increase in efficiency and productivity of public services.
2. *Communication issues remain between the Access Princeton staff and the Public Works Department Staff.* As mentioned in the Strengths section of this report, the Staff believes that the program itself is a strength, but communication between the individuals administering Access Princeton and the Public Works Department Staff is not clear, thorough, or responsive. The Staff believes that sometimes they are unable to properly prioritize tasks and issues presented to them through the Access Princeton program. The Staff believes that department management staff, town administration staff, and Access Princeton staff need to review the practical use of the program and improve the level of communication.
3. *The Leaf/Brush Collection Program needs to be revised.* The Staff believes that picking up branches once each month is unnecessary and inefficient. Frequently, the department will spend several days each month driving around the town to pick up small piles of branches when residents could utilize other options, such as holding onto the branches until the town would pick them up with less frequent (quarterly) pickups; having residents take the branches to a nearby compost pile; or for those residents who utilize third party lawn maintenance companies, having these third parties dispose of the branches. The result of having the department pick up leaves and branches less frequently would be that the staff would have more time to spend on other public services.
4. *The skills and experiences of the Staff are being underutilized.* The Staff believes that if some current public services were altered (such as the Leaf/Brush Collection Program), the Staff would be able to utilize more of their skills on projects that currently they are not able to work on, such as paving, pothole repair, and storm sewer maintenance/replacement. The Staff believes that a refocusing of the priorities of the services they provide would enable them to be more proactive instead of continually being more reactive, as they are now. They believe that this rebalancing of priorities and services would result in financial savings to the town.
5. *Reduction in manpower levels and vehicles/equipment expenditures in the past several years have reduced the department's ability to be as efficient and productive as it once*

was or could be. Although the overall financial support provided to the department is sufficient, there are fewer trucks and less equipment than in prior years. As some trucks are being retired, they are not being replaced. Manpower levels in divisions such as Sewer, are not as high as they were in the past.

6. *Frequency of meetings between management and rank-and-file needs to increase.* Currently there are very few meetings that include all employees in the department. Having a meeting of all employees twice per year would increase understanding among all employees as to priorities of the department, and would increase the cohesiveness in the department.
7. *Training programs should be increased.* The Staff indicated that rarely, if ever, is an employee denied attendance at a training program that the employee presents to the town, but the Staff believes that management could be more proactive in presenting training opportunities (such as first aid) to the employees.

Strategic Plan

The following is the list of goals identified by the Department Staff. They are listed in order of priority with those in the beginning being more important than those at the end of the list.

Strengthen Internal Operations

1. **Goal:** Improve the public works facilities that house the vehicles, equipment and employees of the department.
Role: Council, Town Administrator, Public Works Director with input from Public Works Department Staff
Barometer: Was a final decision made by Council that addresses the long-term need of the town?
2. **Goal:** Resolve issues and improve the operating procedures of Access Princeton and improve the communication between the staffs of the Access Princeton and the Public Works Department
Role: Town Administrator, Access Princeton Staff, Public Works Director
Barometer: Have concerns and issues been addressed and operating procedures been revised to address needed changes?
3. **Goal:** Maintain the current level of high-quality public services to residents, visitors, and people who work in Princeton
Role: Public Works Department Staff
Barometer: Feedback and input from Council and the Public Works Director
4. **Goal:** Follow the Preventive Maintenance Program created for the department, including sanitary and storm sewers and tree maintenance so that operations can be more proactive and less reactive.
Role: Public Works Director and Management Staff
Barometer: How closely has the written schedule been followed?
5. **Goal:** Maintain an appropriate operating budget that provides the department with the necessary resources to provide efficient public services; maintain capital budgets that maintain (and increase as needed) existing levels of vehicles and equipment
Role: Council, Town Administrator, and Public Works Director
Barometer: Annual review of accomplishments, projects completed, and vehicle and equipment inventory
6. **Goal:** Increase and maintain the level of communication between department management and rank-and-file members
Role: Public Works Director
Barometer: Conduct a meeting with all department employees every six months

7. **Goal:** Review the leaf/branch collection program to determine if greater efficiency and productivity will be achieved through less frequent collections.
Role: Town Administrator and Public Works Director
Barometer: Has the program been reviewed?
8. **Goal:** Increase the availability of training for department employees by having department management provide a listing of appropriate and available courses for employees.
Role: Public Works Director
Barometer: Is there an available list of relevant and available courses to improve skills of department employees?
9. **Goal:** Prepare a succession plan that provides a potential future path for managerial promotions for employees.
Role: Public Works Director and department managerial Staff
Barometer: Is there a department strategy for the future managerial leaders in the department?
10. **Goal:** Review the current and future paving and inlet repair/replacement programs to determine if department staff can assume a greater role in the program.
Role: Public Works Director with input from department managerial staff
Barometer: Was an analysis conducted to determine the costs and benefits of greater use of in-house staff to do this work?
11. **Goal:** Continue the excellent working relationships with all Town departments
Role: All Public Works Department Staff
Barometer: Receive input from Public Works Director on comments he receives from other department heads.
12. **Goal:** Review any/all ordinances (such as tree regulations) to determine if modifications should be made.
Role: Public Works Director
Barometer: Are necessary changes made?
13. **Goal:** Continue the growing positive relationship between the managerial Staff and the union concerning future contracts.
Role: Council, Town Administrator, Public Works Director, and rank-and-file members of the union.
Barometer: Feelings of respect between all parties.
14. **Goal:** Review agreement and operating procedures of the compost program.
Role: Public Works Director with input from department Staff
Barometer: Was an analysis conducted?

15. **Goal:** Conduct on a regular basis an analysis of the fee structure of services provided by the department to determine if fee charges are appropriate for the cost of services provided.
Role: Public Works Director
Barometer: Has an analysis been completed with any regularity?
16. **Goal:** Continue to build and maintain respectful and productive relationships with utility companies and neighboring municipalities.
Role: All department Staff
Barometer: Receive input from Public Works Director on comments he receives from companies and municipalities.

Review and Analysis

A municipality is, in many ways, a business, although a unique kind of business that measures its ultimate success by the quality of public services and assistance that it provides to its residents. The vast majority of public services are delivered by people. Therefore, in many ways the quality of public services delivered by a municipality is determined by the skills and dedication of the municipality's employees. The managerial Staff of the Princeton Public Works Department prides itself on the dedicated attitude of its employees. Throughout our visioning sessions, we were impressed by the continually positive attitude exhibited by the 15-20 attendees. The most common theme in all strengths/weaknesses discussed and goals identified was to improve the efficiency and productivity of the services provided by the department.

The most discussed issue in the department was the poor and undersized facilities being used by the department. While the benefits of one centralized public works complex would improve employee camaraderie and morale, the number one benefit of a new/updated facility identified by the department Staff would be a significant increase in efficiency and productivity. While the cost of a new public works complex is significant, there would be tangible and intangible benefits provided through increased productivity and lower operating costs. Our study has not included a specific and thorough analysis of the costs and benefits of a new public works complex. However, we do note that while the merger of Princeton Borough and Township has apparently been very successful in many employees' and residents' opinions, the poor condition of the public works facilities is obvious. Further, it seems impractical and unrealistic to envision some kind of major improvement not occurring at some point in the future. Given the escalating cost of construction and the currently low cost of borrowing money, it is our recommendation that the Town conduct a thorough analysis, develop a comprehensive strategy, and consider the creation of the necessary debt to provide the proper facilities for the Public Works Department into the future. The first step of this process would be for Councilmembers to tour the facilities and meet with the Public Works managerial Staff to discuss the practical problems with the current facilities and to learn the tangible and intangible benefits of a consolidated facility.