

**Approved Minutes
Open Session
Of the Mayor and Council of the Borough of Princeton
March 6, 2012
Regular Meeting
Work Session 7:00 P.M.**

Present: Council President Barbara Trelstad, Councilwoman Jo Butler, Councilwoman Jenny Crumiller, Councilwoman Heather Howard, Councilman Roger Martindell, Councilman Kevin Wilkes (*arrived 7:05 P.M.*), Mayor Yina Moore

Absent: None

Staff Present: Borough Administrator and Acting Clerk Robert W. Bruschi, Princeton Regional Health Commission Officer David Henry, Chief Finance Officer Sandra L. Webb

Mayor Moore called the meeting to order at 7:05 P.M. and read the open public meetings statement as follows:

“This meeting is called to order pursuant to the provisions of the Open Public Meetings Law. This meeting of March 6, 2012, was included in a list of meetings sent to and advertised in the Princeton Packet and Trenton Times, posted on the bulletin board in the Borough of Princeton municipal building and has remained continuously posted as the required notices under the statute. In addition a copy of this notice is and has been available to the public and is on file in the Office of the Borough Clerk. Proper notice having been given, the Borough Clerk is directed to include this statement in the minutes of this meeting.”

Mayor Moore asked all present to rise for **Agenda Item C, Salute to the Flag.**

Mayor Moore read **Agenda Item D, Public Presentation**, and asked if anyone present wished to address Council with an issue not on the agenda.

Councilwoman Howard reported that she met with Ron Ladell, Avalon Bay. She informed him that her vote to introduce Ordinance 2012-05, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 17A, LAND USE OF THE CODE OF THE BOROUGH OF PRINCETON, NEW JERSEY 1974 REGARDING MIXED RESIDENTIAL – RETAIL-OFFICE (MRRO) ZONE was intended to involve the public further—after Avalon presents pertinent studies. The introduction was not an endorsement and Mr. Ladell should not assume that he has support for his development plans.

Councilman Martindell concurred.

Councilwoman Butler concurred.

Mayor Moore closed the public presentation.

Mayor Moore read **Agenda Item E, Discussion (1) — Goal Setting Process – Robert W. Bruschi, Administrator.**

Mr. Bruschi asked Council to prioritize staff time available, over and above consolidation activity. Presently, staff members spend a minimum of two hours per day on Transition Task Force issues (plus evening subcommittee meetings). The remaining hours are allocated toward completing existing projects, normal daily activities, providing services, and so forth. Some time is being put toward new initiatives and changes in policy.

Operations

Initiatives

- Public works sustainability—leaf management and yard waste
- Staff development—electronic information
- Refuse collection, Nassau Street and CBD
- Tree inventory
- Wayfinding signage plan, Nassau Street
- Newspaper box enforcement and kiosks
- Timely Council minutes
- Agenda structure

Priorities

1. Open and closed session Council minutes
2. Ordinance enforcement and compliance
3. Technological opportunities

Council President Trelstad stated no initiatives for street cleanup are planned for 2012. One idea is to have a separate plan covering downtown issues.

Council reviewed trash collection standards, policies, and enforcement. Princeton Regional Health Commission Officer David Henry offered details on implementation of various rules for trash pickup. Mayor Moore thought residents were confused by new procedures from a different collection company.

Councilwoman Howard suggested minimizing effort to update Borough Web site.

Planning and zoning

Initiatives

- Hospital
- East Nassau Street

- Form a SID
- Implement MOU
- Preserve Dinky
- Witherspoon streetscape (Robeson to Clay)
- Housing Authority of the Borough of Princeton
- Merwick and Stanworth; YM/YWCA

Kristen Appleget, Princeton University, confirmed that a Merwick/Stanworth concept plan has been submitted to the Regional Planning Board. She suggested that Council contact dual leadership (YM/YW Joint Trustees and YWCA) of the corner Y property for development talks.

Consolidation transition

Initiatives

- Pre-consolidation strategies
- Smooth, successful transition
- Completion of tickler list
- Shared 911 implementation

Councilman Martindell hoped for discourse among Task Force, Borough Council, and Township Committee so that the governing bodies can offer input into Task Force deliberations. Mr. Bruschi encouraged Council members to inform each other on their subcommittee actions.

Mr. Bruschi announced modification of the draft tickler file to a database format, restructured by date. Mr. Bruschi was unaware of any Township reminder system; Councilman Martindell suggested prodding Township departments to develop one.

General

Initiatives

- Improve relationship with Princeton University
- Cooperation among governing body members
- Open items list (Council agendas; public hearings)
- Define downtown
- Strengthen connection between government and merchants (streetscapes, composting, SID development)

Council President Trelstad read by title and moved **Agenda Item F, Old Business (1) — Public Hearing and Adoption: Ordinance 2012-03 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF PRINCETON CONCERNING SALARIES AND COMPENSATION OF CERTAIN PERSONNEL OF THE BOROUGH OF PRINCETON.**

Council President Trelstad said Ordinance 2012-03 concerns the hourly-rate of the fire subcode official, building inspector, and plumbing subcode official. Mr. Bruschi clarified that Borough insurance carriers instructed that these three workers be paid as employees, not third-party contractors.

Councilwoman Crumiller seconded.

Councilman Wilkes mentioned a probable high level of position duplication in the new construction department.

Mayor Moore opened the public discussion and asked if anyone wished to address Council on this issue.

Mr. Henry spoke on behalf of his inspectors in the Health Department. Health inspector pay grades were reduced in 2010. Mr. Henry respectfully requested that Council reinstate Health inspectors in grades 5 and 6 through amendment of Ordinance 2012-03.

Mr. Bruschi noted that there is a pending grievance regarding the Health Department's pay scale that should be resolved before amending Ordinance 2012-03. He requested adoption as is to protect the three positions covered.

Mr. Henry noted that the original grievance was initiated January 7, 2011. It has been well over a year since filing; grievance procedures have not been followed. Mr. Bruschi stated, for the record, that the grieving employees were informed that Administration had denied their request.

Seeing no one further, Mayor Moore closed the public discussion and returned to Council. Mayor Moore called for a roll call vote. Acting Borough Clerk called the roll. Council members Trelstad, Butler, Crumiller, Howard, Martindell, and Wilkes voted in the affirmative. Mayor Moore proclaimed the ordinance adopted.

Council President Trelstad read by title and moved **Agenda Item G, New Business (1) — Introduction and Authorization to Publish: Ordinance #2012-06 AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK IN ACCORDANCE WITH N.J.S.A. 40A:4-45.14 IN THE BOROUGH OF PRINCETON, NEW JERSEY.**

Councilman Wilkes seconded.

Mr. Bruschi explained that Ordinance 2012-06 protects future governing bodies by banking allowable funds from this year for unanticipated needs in later years—"rainy day cap fund." Chief Finance Officer Sandra L. Webb pointed out that all joint agencies will come under the constraints of this bank after consolidation.

Mayor Moore opened the public discussion and asked if anyone wished to address Council on this issue. Seeing no one, she closed the public discussion and returned to Council. Hearing no comment, Mayor Moore called for a roll call vote. Acting Borough Clerk called the roll.

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Council members Trelstad, Butler, Crumiller, Howard, Martindell, and Wilkes voted in the affirmative. Mayor Moore proclaimed the ordinance introduced with a public hearing to be held April 10, 2012.

Council President Trelstad read and moved **Agenda Item G, New Business (2) — Resolution 2012-R119** as follows:

**RESOLUTION 2012-R119
OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF PRINCETON
APPROVING LOCAL BUDGET EXAMINATION
FOR THE 2012 MUNICIPAL BUDGET**

WHEREAS, pursuant to N.J.S.A. 40A:4-78b the Local Finance Board has adopted rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 5:30-7.5 the Borough of Princeton has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief financial Officer has determined that the Borough of Princeton meets the necessary conditions to participate in the program for the year 2012;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Princeton that, in accordance with N.J.A.C. 5:30-7.6a &b, and based upon the Chief Financial Officers certification, the Borough of Princeton has found the budget has met the following requirements:

That with reference to the following items, the amounts have been calculated, pursuant to law, and appropriated as such in the budget;

Payment of interest and debt redemption charges;
Deferred charges and statutory expenditures;
Cash deficit of preceding year;
Reserve for uncollected taxes;
Other reserves and non-disbursement items; and
Any inclusions of amount required for school purposes.

That the provision relating to limitation of increases of appropriations, pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:-4-45.3 et seq. are fully met.

That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

That pursuant to the Local Budget Law:

All estimates of revenue are reasonable, accurate and correctly stated;
Items of appropriation are properly set forth; and
In itemization, form, arrangement, and content, the budget will permit the exercise of the comptroller function within the municipality.

The budget and associated amendments have been introduced and publicly advertised, in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

Councilman Martindell seconded.

Mr. Bruschi stated that the Department of Community Affairs permits local self-examination every other year.

Mayor Moore opened the public discussion and asked if anyone wished to address Council on this issue. Seeing no one, she closed the public discussion and returned to Council. Hearing no comment, Mayor Moore called for a roll call vote. Acting Borough Clerk called the roll. Council members Trelstad, Butler, Crumiller, Howard, Martindell, and Wilkes voted in the affirmative. Mayor Moore proclaimed the motion passed.

Mayor Moore read **Agenda Item G, New Business (3) — Introduction and Authorization to Publish: 2012 Municipal Budget.**

Mr. Bruschi said the draft budget mirrors the Finance Committee's draft budget. Mr. Bruschi indicated a \$65,000 change from Pensions that will slightly increase the budget but not affect the tax rate.

Mayor Moore asked about revenues from the Open Space fund—2011 budgeted was \$201,000, realized \$0. Mr. Bruschi stated this money is collected as part of tax payments.

Council President Trelstad moved introduction of the 2012 budget; Councilman Martindell seconded.

Mayor Moore called for a roll call vote. Acting Borough Clerk called the roll. Council members Trelstad, Butler, Crumiller, Howard, Martindell, and Wilkes voted in the affirmative. Mayor Moore proclaimed the municipal budget introduced with a public hearing to be held April 10, 2012.

Council President Trelstad moved to adjourn; Councilwoman Butler seconded. There being no further business, Mayor Moore adjourned the work session meeting at 8:45 P.M.

Respectfully submitted,

Robert W. Bruschi
Acting Borough Clerk