

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

March 15, 2010
8:46 P.M.

Present: Council members; Kane, Maughan, Viola, Maguire, Hopper and Mayor Ruschman

Absent: Council President Levinson and Councilmember Viola

Also Present: Robert Mancinelli, Borough Attorney
Helene Fall, Administrator
Colleen Ennis, CFO
Kelley O'Donnell, Borough Clerk

Mayor Ruschman read the compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, Chapter 231.

Joint Court Study Discussion – Court Feasibility Consultant, Linda Murphy

Also present Linda Campion Municipal Court Administrator and Police Chief Madden
Feasibility study provided earlier to the Council members for review
Memos distributed earlier by Linda Campion and Chief Madden

- Linda Murphy reviewed the study
 - Study results were completed in January 2010
 - Montvale would act as the lead
 - Woodcliff Lake & Park Ridge – supportive
 - Very little needed in modifications to Montvale facilities
 - All three towns currently spend a little over \$560,000 total
 - Savings could be \$260,000
 - Helene Fall stated that Park Ridge had submitted 2010 projected costs for the study
 - Montvale & Woodcliff Lake utilized 2009 costs
 - Linda Murphy explained that she was involved in a 5 municipality shared court in Dover
 - Went live in February 2009
 - Councilmember Maughan asked how close the number saved was to the projected
 - Linda stated that it was right on target
 - Details discussed
 - Shared service Perspective distributed to those present
 - Councilmember Kane asked the greatest obstacle
 - Linda Murphy stated that it was the 6-9 month transition period

- Any monies generated go back to the municipality
 - Cases scheduled need to be transitioned to shared or phased out
 - Personnel was biggest issue
 - 5 Court Administrators to 1
 - Other personnel has to take a lesser title
- Councilmember Kane questioned revenue and bookkeeping
 - Linda Murphy explained there are municipal identifiers so revenue goes back to the right municipality
 - Public Safety
 - Montvale as lead would decide
 - Dover chose to use their own police
 - Should Montvale choose to provide all security they could use police and/or bailiffs
 - Other officers from Woodcliff Lake and Park Ridge could assist – mutual aid
- Mayor Ruschman asked if Park Ridge chose not to participate would it scrap the whole idea
 - Linda Murphy said the other towns could move forward with or without Park Ridge or they could pick up another town
- Small courts see greatest savings
 - Staff & professionals
- Councilmember Maughan inquired if you were to move forward how quickly could you opt out?
 - Linda Murphy recommends establishing an Advisory Committee
 - Agreement should have an opt out clause
 - Full calendar year needed
 - Her personal opinion is that a year is good amount of time – less is an option
- Councilmember Maguire asked if the court is in Montvale, did the study address
 - Park Ridge Police overtime transporting offenders
 - Linda Murphy stated that was addressed in Dover and video conferencing is used
 - You will see a dramatic decrease in transporting
 - Pre-hearing and Pre-trial negotiations with Prosecutor
 - Effort to reduce call on local police
 - Worse case scenarios from a Police Standpoint
 - Recommendation made by consultant that an officer could be brought in, in the event officer called in and minimum staff is available
- Schedule when Police Officer on duty
- Reschedule if necessary
- Montvale has list of equipment that Dover uses
 - Portable – cost approx. \$11,000
- Cost of technology was covered by Grants
 - Lead agency acts as general agent – basically outsourcing
 - Agreement between towns would address other expenses not covered by grants

- Implementation grant
- Assignment Judge can make recommendations
- Councilmember Maughan asked what Montvale's administrative fee was?
 - It would depend on the allocator chosen
- Linda Murphy would recommend the Case Load Allocator
 - Incremental costs for Montvale to provide the court

9:18 pm Mayor Ruschman left meeting

- Colleen Ennis asked if the Borough would bear extra costs from the County for use of technology
 - Linda Murphy stated that there is a monthly charge for video conferencing – Approx \$700/month
 - Internet connection is less than ISDN
 - Councilmember Maguire asked about security officers
 - Linda Murphy stated that one court attendant is needed and entrance security
 - (1 or 2 people)
 - Court attendant could be uniformed or a bailiff
 - Police Chiefs thought that there may be a need for a third as a floater
 - If using technology less need for security
 - Park Ridge usually has 2 officers and a bailiff
 - Councilmember Hopper stated that most towns in Pascack Valley have 2 officers and a civilian
 - Linda Murphy stated that it was a subject that could be discussed amongst the 3 towns if they choose to go forward
 - Linda Murphy recommended the 3 parties sit down
 - Council discussion on annual case volume
 - Montvale approx 2400
 - Park Ridge approx 2300
 - Woodcliff Lake approx 1100
 - Council discussion with consultant on number of cases per session
 - Park Ridge has the highest through put (moves more cases through court)
 - E-ticketing has not been implemented
 - Council discussion on pre-trial negotiations and court time savings
 - Councilmember Kane asked who is responsible for maintaining records
 - Management schedule would have to be kept up to date
 - Montvale would be responsible for records retention
 - Councilmember Kane questioned transitioning 9 court professionals to 3
 - Linda Murphy stated Dover went from 5 judges to 1
 - She further stated that the towns are not the only participants in the decision making
 - Assignment Judge will rule as well
 - Helene Fall and Rob Mancinelli stated that it is the Governor's decision
 - Rob Mancinelli asked if the assignment judge would pick someone other than 1 of the 3
 - Colleen Ennis asked if it would be a gradual transition or cold break

- Linda Murphy would recommend one set of professionals and they would supply alternates as needed
- Council discussed Special Court Sessions – generally one case
- Linda Murphy stated that for the study she took a conservative view
- Linda Campion advised that Park Ridge had 6 Special Court Sessions last year
- Linda Murphy has not met with Assignment Judge until she knows what direction the towns are taking
- Linda Murphy has not spoken with the Borough’s Court Administrators, Judges and Chiefs
 - She stated that usually the only complaints are from the Police because of the reduction in overtime
- Helene Fall stated that the Council would like Linda Murphy to sit down with the 3 towns
 - Additional expenses not factored in – Teleconferencing, overtime figures
 - Call outs for judges
 - Interpreters
- Linda Murphy acknowledged Chief Madden’s concerns
 - Some are policy concerns that would be discussed with the towns involved
- Councilmember Maughan asked Linda Murphy for a report showing point/counter point
 - Including incremental costs
 - Linda Murphy stated that it is not typically done
 - She could do it for an additional cost
 - Helene Fall to check with Brian Murphy to see if the County would cover the additional cost
- Linda Murphy suggested the 3 towns sit down and discuss these items
 - Helene Fall stated that Park Ridge never agreed to not having an executive session
 - Only Montvale and Woodcliff Lake stated it was not necessary
 - Linda Murphy said that is why she is recommending an Executive Session
- Technical Changes required by AOC take a minimum of 60 days, most likely 4-6 months
 - She felt it would be great if it could roll out 7/1 coincide with State Fiscal Year
 - Councilmember Maughan stated that all 3 Court Admins., Judges & Police Chiefs need to sit down first
 - Rob Mancinelli questioned why the Prosecutors are not involved
- Council discussion that Montvale and Woodcliff Lake already adopted resolutions accepting report
- Linda Murphy suggested that Brian Murphy be approached and advised that the 3 towns need to have a preliminary meeting to discuss policies
 - Council discussion that this is beyond the feasibility study
 - **Helene Fall will communicate with the other towns**
- **Linda Murphy asked for copies of Linda Campion’s memo and Chief Madden’s memo**

- **Councilmember Kane asked that members from the other governing bodies meet with Park Ridge**
 - Linda Murphy advised those present that these conversations are typically preliminary negotiations and agreement
 - Usually Administrator and member of the Governing Body
- Councilmember Maughan stated that conceptually the Borough wants to move forward need to work out the details
 - **Helene Fall will reach out to the other 2 towns**
- Linda Murphy stated that it took Dover and the other towns 9 months to work out terms and conditions

10:05 pm Linda Murphy, Linda Campion and Chief Madden left the meeting

Borough Clerk Report

- **Elected Officials Training**
 - Clerk apologized for not reminding Governing Body of the training held on 3/10 in Washington Twp. From what I recall it was a little early for some of you.
 - Next meeting:
 - **Wednesday, April 7th at 6:30 pm at the Borough Hall**
 - Reminder – MEL will reduce each member’s liability claim premium by \$250 for each municipal elected official who completes the course.
 - **Councilmember Kane attended Washington Twp. Clerk to sign up Council members Maughan, Viola, Maguire and Hopper.**

Administrator’s Report

- **Street Sweeping**
 - Still seeking proposals. Would like to do at a minimum a Spring Sweep – cost \$3600
 - Council agrees
- **Senior Van Grant** – Resolution adopted this evening
- **2010 DOT Grant Application**
 - PV-Coop ready to move forward
 - Engineering fee proposals through Coop
 - Total \$12,000 (savings of \$20,000)
 - Grant will cover construction oversight
 - Councilmember Maughan recommends going forward
 - All present agree
 - **Resolution for 3/23 meeting**
- **Use of Field Fees**
 - Batting Cage at Sulak Field

- Authorization needed for 2/3 of the \$4,500 cost
 - PRAA to pay 1/3
 - Also replacing pitching rubber at Davies field - \$1,300
 - **Councilmember Kane asked that photos of the fields be taken (before and after)**
 - Councilmember Maguire asked if there was a list of things that needed to be done
 - Helene Fall stated that there was and Bill Beattie was prioritizing
- **Bus Shelter – 37 Park Ave**
 - County had issue with application may install bench in lieu of shelter
 - **Held for more discussion on 3/23**
- **J Strober & Sons – Borough Hall Roof**
 - Change Order – reduction
 - Reso on next agenda
- **Establish Green Team**
 - Council discussion on renaming the Recycling Committee to Green Team
 - **Helene to prepare draft resolution**
- **HVAC – Preventative Maintenance at Pistol Range**
 - Maintenance Contract expires March 2010
 - Renewal is \$3,773
 - **Council advises to get proposals from Anthony Morgen and Whalen & Ives**
- **Mill Pond Dredging**
 - If Council wants to move forward need to begin permitting process
 - Council discussion on LBG proposal and funding
 - **Councilmember Maguire will discuss with Utility Board Wednesday 3/17**
 - Councilmember Maughan emphasized the importance of the Borough's due diligence with this matter
 - Council discussion on the soil used as fill at Sulak Field after it dries out
 - Could be stored at the South end of the Recycling Center
 - Council is committed to looking at the possibility of dredging
 - If something is discovered could result in the necessity of a remediation plan
 - **Councilmember Maguire asked to discuss with Utility Board and see if they are willing to fund**
 - If not, Borough would have to find funding
- Councilmember Viola asked Colleen Ennis to bring up the purchase of 30 additional pots for the downtown.
 - Discussion postponed to 3/23
- **NJ Transit Meeting – March 8th**
 - Helene Fall stated that they discuss train location and pavers

- Tactile warning area has deteriorated
- Pavers will probably be replaced with asphalt
- NJ Transit will conduct a test during the day to see if the train is moved to clear the intersection of it trips the sensor
 - NJ Transit will get back to the Borough in 30 days
 - Signals are more sensitive
 - Salt is making them more sensitive
- NJ Transit concerned about the signal problems in Montvale as well

- **March 1, 2010 letter received from Board of Health** recommending number of cats and dogs per residence
 - Rob Mancinelli working on ordinance

- Council discussion on NJ Transit letter
 - Matting at tracks

10:35 Public Work Session adjourned to Closed Session