



BOROUGH OF HADDON HEIGHTS

MUNICIPAL BUILDING

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Commissioner Ed Borden  
Borough of Haddonfield  
242 Kings Highway East  
Haddonfield, NJ 08033

Dear Commissioner Borden:

Attached is our proposal to provide Court services for the Borough of Haddonfield. Haddon Heights is the best choice for Haddonfield for many reasons. Haddon Heights provides quality court services, the proposal below provides HF with net cash surplus potential, HH has financial stability, the close proximity of HF to HH and the similarity of cases. The HH/HF outsource model has the potential to add cash surplus to HF because our court model produces more collections per filing than Audubon and HF, and our distribution to collections ratio is 22% higher than HFs.

Our offer is to provide court services to HF for three years for a price of \$79,000 per year for 6,600 filings, and \$12 per filing for anything over 6,600 filings a year. Based on 6,600 filings per year and using HH's collection/distribution ratio, it is forecast that HF could receive \$427,000 in distribution from HH over our three year relationship. This would result in HF realizing an incremental \$190,000 in cash surplus over the same period.

#### **RELATIONSHIP OBJECTIVE**

Provide full court services for HF in the HH court system in order to alleviate court expenses in HF and return cash surplus. HH wants to maintain its current court system and process to ensure the delivery of historical distribution per filing, as well as expense containment.

## SCOPE OF SERVICES

1. Personnel – Haddon Heights’ personnel would remain though a part-time employee would be added to help with the increased activity. Based on the low cost of the agreement, this part-time help is all that HH could afford to hire. Ensuring consistency with personnel will allow HH to maintain its collection to distribution performance and high collections per filing. Changes in HH personnel and process would impact not only potential HF distribution revenue but also HH distribution forecast, which we can’t afford to put at risk. The Mayor of Haddon Heights by State statute nominates the Judge, Prosecutor, Public Defender, Court Administrator and Deputy Court Administrator, and would take recommendations under advisement as terms expire.
  - Judge – Robert Zane would continue his term as the presiding judge.
  - Public defender – Greg DeMichele would continue his term as Public Defender. The HF PD can be used as the back-up.
  - Prosecutor – Kim Kluchnick would continue her term as Prosecutor. The HF Prosecutor can be used as the back-up.
  - Court Administrator – Cathy Lawson would continue her term as Court Administrator.
  - Deputy Court Administrator – Michele Busarello would continue her term as Deputy Court Administrator.
  - Clerk – HH will hire a part-time non-benefits employee for 20 hours per week to help process the increased volume of filings, as well as handle sound recording.
  - Other – it is expected the HHPD will be interviewing candidates to replace the retiring HHPD secretary in Fall of 2010.
2. Facilities
  - Capacity – 146 seated or 204 standing. Capacity has never been an issue for the HH court system.
  - Parking-HF officers would park in dedicated parking behind the HH library across the street from the court.
3. Security
  - Lights - as required by state guidelines some of the lights in the court room can’t be turned off for security reasons without a key.
  - Shades - as required by state guidelines all window shades are pulled closed before each court session and inspected prior to court by the assigned Court Officer. This does not allow outside distractions or monitoring of court room activities.
  - Prisoner Transport - Court prisoners enter the HHPD escorted by the CC Sheriff’s Dept. and secured in our cell until the Judge is ready. They are escorted, handcuffed and leg shackled, by HHPD officer/s through a secure hallway and back set of steps into the court room and NEVER have any

contact with the public. Doorways are electronically secured and escorting officers must have a security FOB in their possession to enter/exit. Prisoner transport has never been an issue for the HH court system.

- Other - There is a uniformed HH Court Officer assigned to every court. He does a pre-court security sweep of the facilities prior to court and escorts the judge to and from the courtroom as necessary. In addition there is a uniformed Court Advocate Officer assigned to assist the prosecutor. There are always additional uniformed and plain clothes officers in attendance at every court that can assist with any additional security issues that may arise.

#### 4. Equipment

- Recording – HF sound recorder equipment can be used as back-up

#### 5. Reporting

- Distribution-reports will be generated monthly by the State
- Cases-reports generated by the State

#### 6. Process

- Incoming cases-Must be delivered by Haddonfield on a daily basis

#### 7. Court Days

- HH will maintain its 2<sup>nd</sup> and 4<sup>th</sup> Tuesday court dates but move the starting time to 1:30pm from 4pm and finish court around 9pm. This will increase HH's court time by 50%. Haddonfield and Haddon Heights cases can be rotated as needed, i.e. start HF early one court day and HH the next.
- HH will maintain a filing system separate for current HF filings

### **HADDONFIELD RESPONSIBILITIES**

This outsource proposal will require involvement by HF Municipal personnel. To achieve a smooth and successful implementation, it will be your responsibility to perform the following:

1. Filings - tickets, complaints and bail to be dropped off at Haddon Heights court on a daily basis.
2. People
  - Liaison – HF will need to identify an individual to handle questions and access records.
  - Court Advocate – HF will be expected to assign a Court Advocate Officer to assist the prosecutor with HF cases.
3. Storage – HF will keep old tickets stored and filed in HF.

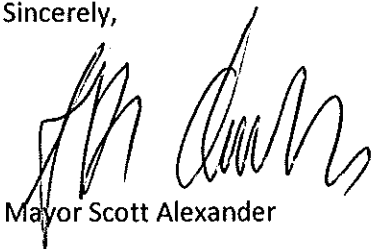
**TIMING**

1. HH Resolution to sign agreement – August 17<sup>th</sup>
2. County Assignment Judge Approval
3. HH Salary ordinance change introduction – August 17<sup>th</sup>
4. HH Salary ordinance hearing September 21<sup>st</sup>
5. AOC Equipment set-up - The AOC needs a 5 week notice. A cat-5 wire will have to be run before the equipment can be installed - finish by October 1<sup>st</sup>
6. Materials (tickets and summonses) - Each Police Dept can use existing tickets. Haddonfield's tickets will have to be stickered on the back reflecting the change of location to pay or call.
7. First Court date October 12<sup>th</sup> at 1:30pm

**CLOSING**

We believe this is the best option for HF considering the quality of court service HH offers today, the net cash surplus potential, financial stability of HH, proximity of HF to HH and the similarity of cases. Let us know if you have any questions.

Sincerely,



Mayor Scott Alexander



Councilman Dan Haggerty