

Park Ridge Technology Committee Meeting Minutes

Wednesday, February 24, 2009

Meeting called to order at 7:30 PM in the Violations Bureau Room, Borough Hall.

In attendance: John Kane, Chris Halton, Colleen Ennis, Bruce Goldsmith, Peter Mauro, Kelley O'Donnell

Not in attendance: Paul Wharton, Dan Browne, Scott Kreisler, Terry Maguire, Justin Mezzadri, Peter Nakkash, Doug Neumetzger, Joseph Rampolla, Cathy Timpone

Agenda Items Discussed:

- **2010 Technology Team Goals:**

The team discussed setting goals for the team this year and looking for additional ideas to be submitted and reviewed for our next meeting. One goal already proposed is that the committee would review one project per month from concept to research complete, ready for board reviewed. Project subcommittees should contact the Chair in advance so we can communicate to all members what project will be on the next meeting agenda.

- **Project Tracker & Consistency:**

[://sites.google.com/site/parkridgetechnologycommittee/](http://sites.google.com/site/parkridgetechnologycommittee/)

Discussed the importance of having some standards implemented for our projects due diligence such that when they hit 'Research Complete' the reviewing board members get used to reviewing in a consistent manor.

Committee members in attendance committed to having their projects updated with the most recent status by our next meeting. Chris Halton volunteered to be available for one-on-one training or even post the documentation in the interim for those members needing assistance – please reach out. There was a finance spreadsheet submitted last week, we agreed it would be starting point for collecting costs associated with a project but would be refined and perhaps simplified – would like to see the first team member update their project for feedback and refinement.

Update from John Kane:

- Need a volunteer to attend a social media conference being offered to municipalities. This conference is intended to show municipalities how best to leverage newer social media (Twitter, Facebook, etc.). If you would

like to attend on behalf of the committee, please contact Kelley O'Donnell directly.

- A general contact email (technology@parkridgeboro.com) was created for the Park Ridge Website which allows residents to submit questions, ideas to Technology Board. This email account will forward to John Kane, Paul Wharton and Chris Halton. Emails submitted will be reviewed in our monthly meeting.

Project Status Updates:

- **Bank Offered Scanners (Colleen)**
In March the team plans on submitting an Request for Proposal to banks, within a 2 mile radius. The goal of this initiative is to consolidate the borough bank accounts from four to one. Part of the proposal will be to investigate the possibility of adding scanning capability of checks for easier processing.
- **Bulk Email System (Justin, Paul, Kelley)**
QScend has completed the setup for end user opt-in's. The town pool has expressed interest in leveraging this to communicate with users. John Kane drafted procedures on how to use the portal for them. He will be sending these instructions to the committee. There likely will be more groups interested as the year progresses. Colleen recommended we add an opt-in for reverse 911 and research how to tie this list to the 911 Swift Reach System. Peter Mauro to speak with Police Lieutenant for a contact within 911 Swift Reach System so that we can have a discussion on list management integration capabilities between the two systems (QScend and Swift Reach 911).
- **Finance Security for Check Processing (Colleen)**
John and Colleen to take this project offline and refine scope, review and see if this should be an active initiative the technology team is driving. This coincides with Finance Committee initiative to consolidate and reduce the number of banking relationships in the Boro. Colleen to report back in our next meeting.
- **Grants (Kelley, John)**
John has had preliminary discussions with Helene and will be setting up a meeting between both Helene and Kelley this month to review next steps. John also proposed talking with the governing body about a Technology budget line item.
- **Lightpath (Terry, Scott, Dan)**
Dan to provide feedback on Lightpath VoIP-- board of

education put this in the schools but collecting data on how this is going before recommending rolling this out for the larger municipalities.

- **Mayor & Council Meeting Sound & Video (Doug, John, Bruce)**
PKRG will be filming the upcoming election – committee received preliminary greenlight given to film mayor and council meetings. Need to resolve the resource, funding and technical issues to achieve. Bruce Goldsmith has volunteers to work on this project and will be reaching out to Ned and PKRG to come up with a proposed solution. We also need to consult with Doug and Bill B on how to best load our existing sound recordings of M&C meetings and make them available through the Boro's website.
- **Modern Time Clocks or Swipe Access (Justin, Colleen)**
Colleen has been meeting with several vendors, ironing it down to one vendor at this time. Colleen is close to putting together a proposal for Board review. Goal is to get automated swipe in/out that is tied to payroll as we currently have antiquated time clocks in departments such as road utility and others. Bruce Goldsmith also has some experience in this area and will share his contacts for Colleen to consider/review before making a decision.
- **Video Surveillance & ALPR (Chris, Justin, Scott, Pete M)**
Research complete, ready for board review. John Kane will be speaking with Helene about this project in his discussions.
- **Utility invoices (Colleen)** – it was agreed that this item on last year's list should be removed from the open project list
- **WiFi Internet Service for Boro Hall (Justin)**– on last year's list – was not discussed.

Other Items Discussed:

- Bruce Goldsmith recommended a project for reducing telecommunication costs, found a company which is willing to come in at no charge to analyze all of our telecommunication costs and provide a proposal on potential savings. Kelley/Justin to contact Bill on this and see if we can join forces on this effort as there could be mutual benefits for both the school system and municipality.

Meeting adjourned 8:50 PM

NEXT Meeting –Wed 3/31/10 @ 7:30PM Borough Violations Room