

Park Ridge Technology Committee Meeting Minutes

March, 31, 2010

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

In attendance:

John Kane, Chris Halton, Paul Wharton, Colleen Ennis, Bruce Goldsmith, Scott Kreisler, Bruce Goldsmith, Doug Neumetzger, Justin Mezzadri, Peter Nakkash

Not in attendance:

Peter Mauro, Kelley O'Donnell, Dan Browne, Terry Maguire, Joseph Rampolla, Cathy Timpone

Agenda Items Discussed:

2010 Technology Team Goals:

Follow up to last months meeting the team was to brainstorm additional goals for the team and bring them to this months meeting for review. Below is a summary of goals that the team presented

- Technology team to commit to moving one project per month from concept to ready for board approval status
- Propose technical solutions which streamline processes within the community
- Further Enhance the Borough Website to suit the needs of the community

Project Grant Update

John Kane met with Helene to review all of the active technology projects and consolidate them into groupings. John has a follow up discussion with Helene after April 13th to present a consolidated/prioritized list. Helene did mention the Public Safety Police Camera will be a likely candidate to receive grant funding. Justin Mezzadri also suggested we see if we can receive additional grant funding by expanding grant application to include camera's coverage of wells and water supply. In either case, John committed to having an update in our meeting next month.

Project Highlight: Mayor & Council Meeting Sound & Video (Doug, Justin & Team)

Borough uses a proprietary recording software system, geared towards court recording and requires four separate channels all broken into 5 minute segment files. The team put together a prototype to take the existing files and convert

them into web-ready digital files with Open Source software. Although successful, the team agreed that this would not be a sustainable process due to the manual steps involved. Team agreed to implement a dedicated computer with audio capture capability which can acquire/record (2-Channels) in MP3 format, ready for distribution to the website.

While this is being developed, the team will continue with the manual process, recording its first Mayor & Council meeting April 13th and will post to the Borough Website. ***Great job to Doug, Justin and team !***

Project Status Updates:

• Borough Website Enhancements (Peter Nakkash/John Kane)

In a continuing commitment to maturing the website, we have added an ongoing project to the list. The team discussed targeting the “low hanging fruit” items and prioritized an effort to update the “How-To” section of the website with the ideas presented last year as well as start building an inventory of electronic downloadable forms to reduce paper requests to the Borough.

Peter Nakkash, John Kane, and Bruce Goldsmith volunteered for the collection of forms in anticipation of putting a majority of them on the website. John Kane to touch base with Kelley O’Donnell for any file she has on the “How Do I” section of the website.

• Bulk Email System (Paul, Justin, Kelley)

QNotify has been populated with a list of existing opt-ins and we now retain a list of 653 resident’s information who has selected to receive notifications for particular lists (i.e. Recreation). The Town Pool will be including the Opt-In process in their literature to be distributed and we anticipate a large adoption.

To gain further awareness and value of Park Ridge Opt-In Email notification services, it was recommended that we put the list in Community Life, Pascack Press as well as explore putting a full screen graphic on PKRG-TV. In addition, reach out to Dan Brown to see if we could leverage the Board of Education, sending home a mailer with the students. Paul Wharton will be spearheading this effort and will report back in next months meeting.

• 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.

Justin met with three different vendors, software compatible with Edmonds so for now it is ready for board approval.

- **WiFi Internet Service for Boro Hall (Justin)**– Wifi was installed at Borough Hall and testing will continue to see if we have the coverage we need across the facility. Justin will conduct some testing within the facility

- **Bank Offered Scanners (Colleen) (Requires Update):** In March the team plans on submitting a 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.

- **Grants (Kelley, John) (See Update Above)**

- **Lightpath (Terry, Scott, Dan) (Required Update)** John Kane to request that Dan attend our April meeting for a full update. 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) (Update Above)**

- **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 discussion.

Other Items Discussed:

- **Municipal Telco Cost Reduction Analysis: (Bruce Goldsmith)** Monday, Advanced Integrated Systems will start analyzing the Telco bills for the High School, West Ridge and East Book. Effort here is at no cost to the Borough at this point, however once the study is completed and we can evaluate the potential savings it will be determined if this becomes an active project. Analysis will be completed in a few weeks time.

Meeting adjourned 8:55 PM

NEXT Meeting –Wed 4/28/10 @ 7:30PM Borough Violations Room