

# Park Ridge Technology Committee Meeting Minutes

---

September 28, 2011

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

## **In attendance:**

John Kane, Scott Kreisler, Kelley O'Donnell, Justin Mezzadri, Paul Wharton

## **Not in attendance:**

Alan Belthoff, George Bottinor, Dan Browne, Colleen Ennis, Bruce Goldsmith, Chris Halton, Terry Maguire, Sgt. Peter Mauro, Peter Nakash, Lt. Joe Rampolla, Cathy Timpone

## **Topics:**

- **Leveraging QNotify** (Paul Wharton / Justin Mezzadri):
  - Discussion of presentations to various Borough committees and groups promoting the use of the QNotify email capability.
    1. Scott contacted Terry McGuire and will be giving a presentation at the next Open Space Committee Meeting on 18-Oct-2011. Scott to speak with Lynn Beer to secure a projector.
    2. John will be giving a presentation at the Board of Health on 20-Oct-2011.
    3. Paul spoke with both the East Brook and West Ridge PTO presidents. They expressed interest in using the general list, as well as the possibility of creating their own list. They do have different policies re: sending out of emails. The two groups do not communicate with each other on issues such as this. He will be giving a presentation to each group at their next respective scheduled meeting.

Paul will draft an email, containing a hyperlink to the town website, for the PTO to send out to the members of their lists promoting them to sign up for the Borough email lists and circulate it for comments from the committee. Paul has not, as yet, contacted the BOE or High School. He will also send to OLM contacts.
    4. **We are still looking for additional volunteers from our committee members to speak with other borough committees and groups.**
  - John reported a discussion that was held in the last Council meeting about a situation that arose in the referendum election that had just been held. The discussion centered around the need for guidelines to be issued defining the types of emails that can and cannot be sent out. Care needs to be taken when the subject of the email might be considered to be expressing an opinion. The issue was discussed at length and a recommendation for a set of guidelines/policies was made. Paul recommended that the guidelines cover all forms of communication, including press releases, social media, emails, etc.

A previous version of such a policy/guideline document may exist. The draft of what is produced will be circulated for review to the Council, and hopefully this committee.
  - Paul suggested that a bi-weekly "headline" email be sent to general list (approximately 500 users). It would include the bullet headlines from the Borough website home page, possibly with Borough seal watermark on page.

# Park Ridge Technology Committee Meeting Minutes

---

- **Borough Website Agenda Items:**

- Colleen has done test draft of message for inclusion on utility bills promoting Borough website and email notification. Space is limited. Concern about Borough bills being used for "advertising". Complete cycle of bills takes about three months to reach everyone in Borough.
- Posting of Council meeting videos on YouTube - Not at this time. Lukewarm reception at the last Council meeting. Concern about liability for use of images without permission or misuse of posted videos. Not many of the meetings have video recordings, due to limited resources.
- No current capability with PKRG-TV to provide on-demand access to archived Council meetings.

- **Security Camera Project Grant Funding Update** (Justin Mezzadri):

- We didn't get the grant meeting this year, but we are on the list for next year. Homeland Security funding for this year was cut. Park Ridge's need is small compared to others.

- **General Project Updates & House Keeping:**

- Justin spoke with Bruce Goldsmith last week. PKRG has the room now and will begin filming the Council sessions. We can get the audio recordings and put that up on the website. He will test it out this month. Justin has just ordered new computers for the Borough and will dedicate one of the "retired" ones to hold the recordings.

Goal to be ready to record by Mayor's Community Service Awards Council Meeting on 25-Oct-2011.

## AOB

- Scott to clean up the Technology Committee project list and send it out to the committee again. All committee members are urged to submit new projects for review.
- Paul revisited the idea of pushing out the content of the various committees' home pages on a bi-weekly basis. It is still the intention to do that, but time and resources have not been available.
- The Borough Hall document scanning project has been on hold, due to a lack of resources. The idea was raised as to the idea of having an paid intern from the high school (junior or senior) or college age come in during the summer to work on that project. The intern might work on the scanning project 4 days/week and rotate through each of the other Borough Hall departments on the 5th day (with the idea of them learning about government).

Scott will raise the idea when he makes contact with Michael Marseglia.  
The Technology Committee can help frame the process to use in the scanning.

Committee members to jot down ideas related to utilizing interns, to be discussed at our next meeting.

**Meeting adjourned 8:30 PM**

**Next Meeting will be on October 26th, 2011 @ 7:30PM Borough Violations Room**

**Technology Committee Project Tracker:** <http://sites.google.com/site/parkridgetechnologycommittee>

# Park Ridge Technology Committee Meeting Minutes

---

## Park Ridge Borough Committees and Boards - Promoting QNotify

<u>Committee / Board</u>	<u>Tech. Committee Volunteer</u>	<u>Presentation Scheduled</u>	<u>Presentation Given (Date)</u>
Board of Health	John Kane	20-Oct-2011	
Board of Public Works			
Library Board			
Planning Board	Scott Kreisler	Not appropriate	
Zoning Board	Scott Kreisler	Not appropriate	
Cable TV Committee			
D.A.R.E. Committee			
Municipal Alliance			
Downtown Beautification			
Borough Historian Council Liaison			
Municipal Pool Committee	Paul Wharton		
Open Space Committee	Scott Kreisler	18-Oct-2011	
Recreation Committee	Paul Wharton		
Shade Tree Committee			
Technology Committee		Not Required	
Green Team Committee	John Kane		
PTO - West Ridge	Paul Wharton		
PTO - East Brook	Paul Wharton		
PTO - High School	Paul Wharton		
BOE	Paul Wharton		
IHA	Paul Wharton		