

Park Ridge Technology Committee Meeting Minutes

April 25, 2012

Meeting called to order at 7:45 PM in the Violations Bureau Room, Borough Hall.

In attendance:

Scott Galdi, Bruce Goldsmith, Scott Kreisler, Kelley O'Donnell

Not in attendance:

Alan Belthoff, Ned Barber, George Bottinor, Dan Browne, Colleen Ennis, Chris Halton, John Kane, Sgt. Michael Marseglia, Peter Mauro, Peter Nakash, Capt. Joseph Rampolla, Paul Wharton

Topics:

- **Leveraging QNotify - Borough of Park Ridge Internet, E-Mail, Website and Social Media Policy:**

- Kelley presented hardcopies of the newly adopted policy to the committee for review (see attached). Scott G. stated that the new policy does not address the issues that we have been discussing re: which groups can and cannot use the email lists in QNotify, for what purposes the General List can be used and what is considered "appropriate material" to be sent out. The published policy is a document covering the use of the listed media and is targeted at the Borough employees. Anything that is sent out in an email blast is considered as being endorsed by the Borough. All emails sent out through QNotify must be endorsed by one of a group of designated Borough employees.

It was agreed that a policy or policies need to be developed to codify the use of:

1. The Borough website
2. QNotify email blasts
3. the electronic signboard
4. the bulletin board on the Borough Hall
5. banners across Park Avenue
6. PKRG
7. Any other media for which the Borough has a liability exposure

- **New Park Ridge School District Laptop/Technology Initiative**

- Scott K. informed the committee of a PowerPoint presentation of a new PR School District technology initiative that had been posted on the BOE website. The initiative begins in the 2012-2013 school year and continues through the 2014-2015 school year. It covers the acquisition of Mac Book Pro laptops for students in grades 6-12, servers, upgrades to the infrastructure (WLANs in the elementary schools), training, etc. The costs shown in the presentation for that period appear to indicate a total of over \$600,000 in Operating Expense and \$202,000 in Capital Expense costs. Interest was expressed among committee members to see more details of the project proposal. The URL for the on-line presentation is:

[http://www.parkridge.k12.nj.us/modules/groups/homepagefiles/cms/2112102/File/1%20to%201%20Laptop%20Initiative%20April%2023%202012%20\(3\).pdf?sessionid=f6fcdaffa1280df0e8c592ff0cbff39f](http://www.parkridge.k12.nj.us/modules/groups/homepagefiles/cms/2112102/File/1%20to%201%20Laptop%20Initiative%20April%2023%202012%20(3).pdf?sessionid=f6fcdaffa1280df0e8c592ff0cbff39f)

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Borough Website Agenda Items:

- The need for a part- / full-time webmaster for the Borough was discussed. Kelley pointed out Montvale's webpage. She and Bill Beattie met with him. She also spoke with Dan Bello (Danori LLC), who helped Montvale upgrade their website. He is familiar with what should be on a municipal website. He offered to go through the Park Ridge website and develop a list of improvements. His fee would be ~\$500 (\$50.00/hr). Bruce pointed out that we had previously worked with Peter Nakash, who has done websites for a number of groups in the area. Bruce will contact him to see if he is interested in being considered as a consultant. The consensus of the committee members was that the function needs to be outsourced. An RFP listing the desired services must be created.

Scott G. requested that all members of the Technology Committee visit and review the Montvale website: <http://www.montvale.org> .

Kelley demonstrated the procedure for creating or modifying web pages in QScend. There are upgrades to the QScend system (add-ons) that Park Ridge has not purchased. Our implementation is four years old.

Scott G. pointed out that many of the Borough committees have old membership information listed. Scott K. agreed to send Scott G. a copy of the committee update file and screen shots of the current state on the website of all of the committees so that he can forward them to the relevant committees for update.

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

- Bruce reported on the new sound system being tested in the Council chambers. Some difficulty was experienced in recording the last session, since the members sat at the table and not the dais. They, therefore, were not speaking into the microphones. They also need to use the wireless microphone for questions from the audience or they need to step up to the podium to ask questions. Scott G. expressed the opinion that two wireless microphones are needed. More preparation is needed and a set procedure needs to be followed at every meeting.

AOB

- None

Meeting was adjourned at 9:30 PM

Next Meeting will be on Wednesday May 30th, 2012 @ 7:30PM Borough Violations Room

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