

# Park Ridge Technology Committee Meeting Minutes

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June 27, 2012

Meeting was called to order at 7:35 PM in the Violations Bureau Room, Borough Hall.

## **In attendance:**

Kirk Brouwer, Dan Browne, Colleen Ennis, Scott Galdi, Bruce Goldsmith, John Kane, Scott Kreisler, Sgt. Peter Mauro, Mike Mintz, Jr., Peter Nakash, Kelley O'Donnell, Paul Wharton

## **Not in attendance:**

Ned Barber, Alan Belthoff, George Bottinor, Chris Halton, Michael Marseglia, Capt. Joseph Rampolla, Vaidhyanathan (Nathan) Viswanathan

## **Membership/Participation on Park Ridge Technology Committee:**

New members Kirk Brouwer and Mike Mintz, Jr. were introduced to the committee.

Scott K. led a discussion related to member participation on the Technology Committee. A discussion of the committee's charter or mission statement ensued. Paul read the statement listed on the Borough website. John stated that this would be a good starting point to develop a mission statement. Peter commented that it seemed that organizations and groups within the Borough were no longer coming to the Committee with ideas or requests. Instead, the Committee was going out and soliciting projects upon which to work. He stated that the areas where we had been working did not have any payback to the Police Department and their participation was not a good use of limited resources. John suggested that the Police Dept. only send representation when there were issues directly impacting on them. Kelley raised the issue that the Fire Dept. had expressed an interest in bringing the look and feel of their website more in line with the Borough's.

Scott G. stated his view that the Technology Committee would be the mechanism of choice to investigate needs/requirements of the various Borough entities (i.e. Police, Fire, Council, boards and committees). One area might be to advise and make recommendations related to the Borough Hall computer system. John suggested re-prioritizing the current project list. Scott K. stated that his initial understanding of the committee's charter was, in fact, to provide IT/technology consulting services to the Borough. The current mission statement that is listed on the Borough website was read to the committee. This statement was written by John Kane and reflected the committee's charge in 2009. This is predicated on the idea that the various entities come to the committee with requests or questions - a client-resource relationship. Scott G. expressed an interest in creating a list of the Borough "clients", who would benefit from the technology committee. He raised the topic of upgrading the security system for the Borough Hall. John suggested using the list of groups created for promoting QNotify. Kelley indicated that the seniors groups might benefit from IT/technology resources, possibly school students. Bruce noted that this type of service might be available through the library or Boy Scouts. One-on-one instruction might be more acceptable. An evening session in the Community Center. Kirk suggested contacting Apple to see if they would provide this type of service.

John pointed out the project to create an audio record of the Mayor and Council meetings. The hardware has been purchased and preliminary testing completed. He feels that posting of these audio records of the meeting on the website will generate interest among the borough residents for more, possibly video records or live streaming. Scott K. noted that any work taken on need to be performed in true project management fashion. A formal project plan should be mandatory, as well as major task, goals, resourcing, etc. John

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suggested sending out a questionnaire to the various Borough entities. Paul indicated that the projects on the list previously compiled were placed there and prioritized based upon their return on investment (ROI).

Scott G. suggested taking a "field trip" to the schools, to get a better idea as to what is happening there. Bruce noted that the school district has made a number of purchases that might have allowed for opportunities for leveraging to the Borough. He also spoke of a reading garden being created outside of the library building. He wondered if WiFi was going to be available, for online access or the downloading of e-books.

Scott spoke of the ROI from having as many Borough forms as possible available online. Not having to get these forms in person at the Borough Hall saves time and gasoline for the residents and working time for the Borough employees.

## Proposal/Project Areas:

1. Borough Hall security system
2. Electronic time-clock system
3. Upgrading phone system (VoIP?) - this is coming up to the end of the current contract
4. Borough Hall internet access - Filtering sites to only those business related
5. On-line payment by residents of bills - integration with Edmunds Financial Software.
6. Recommendations for upgrades to Borough Hall computer system and network
7. Running our own fiber optic cables in the Borough. The school would like to investigate having work done, as well. There may be an opportunity for synergy.

Scott K. to send out existing project list for review/prioritizing/additions. Members should send any projects that they feel is appropriate to Scott for inclusion.

A poll should be sent to main QNotify list.

1. Would you like to have video of town meetings available on the website?
2. What other things, from a technology standpoint, would you like to see available from the Borough?

Scott G. would like to see a calendar on the Borough website showing the availability of each of the sports fields. Kirk suggested inviting residents to a Technology Committee meeting to solicit their thoughts and ideas. Keeping the Borough website current is critical to its continued use by residents.

Scott K. raised the topic of active participation by all committee members in project work, with a designated team leader, written project plan, goals, schedule and timing. Is the Google project tracker sufficient? John volunteered to be the project "Whip", to remind project participants to keep their projects moving and current.

## **Borough Website Agenda Items:**

The Borough is in the process of contracting with a part-time web-master. John suggested passing the roles and responsibilities of the webmaster past the Technology Committee.

Bruce suggested establishing a "student reporter" to record video of various school events or projects to be broadcast via the website or PKRG. The necessity for a parental video release was discussed. Kelley pointed out that, according to the Bergen County Clerks, not one Bergen County municipality has a "Public Information Policy" governing what is allowed to be published on the website. Kirk questioned as to whether the permission to video record a child could be handled at the county or state level. John asked if there were any municipalities in New Jersey were handling this process properly.

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## **AOB:**

Need to determine who among the current membership list is still active and who should be cleaned off. Scott K., Scott G. and John to determine.

## **Action Items:**

1. All Committee members to send suggestions for projects to Scott K.
2. Identify some New Jersey municipality with a functional video release policy
3. Set up a meeting with the School District technology committee to cross-seed ideas
4. Determine Tech. Committee membership going forward
5. Contact Edmunds to set up a meeting or video conference to discuss online payment module  
Determine how other municipalities accommodate the regulations re: rabies licensing

**Meeting was adjourned at 9:50 PM**

**Next Meeting will be on Wednesday July 25th, 2012 @ 7:30PM Borough Violations Room**

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