

Park Ridge Technology Committee Meeting Minutes

January 30, 2013

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

In attendance:

Colleen Ennis, Scott Galdi, Scott Kreisler, Sgt. Peter Mauro, Mike Mintz, Jr., Paul Wharton

Not in attendance:

Ned Barber, Alan Belthoff, Dan Browne, Kirk Brouwer, Bruce Goldsmith, Chris Halton, John Kane, Michael Marseglia, Peter Nakash, Kelley O'Donnell, Capt. Joseph Rampolla, Vaidhyathan (Nathan) Viswanathan

Agenda Items:

- Update on posting of video of Borough meetings - Bruce has been slammed with projects and has not had time to address this.
- A meeting with School District Technology committee to cross-seed ideas as held on 12-Dec-2012 in the new School Board offices on Pascack Rd. In attendance were: Dr. Gamper, Michael Marseglia, Dan Browne, Mike Mintz, Paul Wharton, George Bottinor, Scott Galdi and Scott Kreisler. The meeting was very productive, with a good exchange of information and ideas. The hope is that these meetings will continue in the future and provide a synergy between the two groups. They were very interested in the idea of having the Borough electric utility run fiber optic cable around the borough shared by the Borough, the Police and the School District. Updates to the building-access security systems was also discussed. As a result of the tragedy at Newtown, CT, this will be accelerated.

Borough Website Agenda Items:

- Colleen reported on a webinar for "WIP" (Wireless Industry Partnership) payments, which allows for online posting of bills and payments. Requested a pricing structure from them. Compatible with the Edmunds financial system currently in use by the Borough, for payment of utility and tax bills. Edmunds currently runs on the Borough server. Payment information is posted somewhere else and the data would be sent to Borough in a batch file and uploaded into our system, in a standardized format utilized by Montvale and Woodcliff Lake, as well.

Scott G. described ongoing investigation of process to allow debit or credit card payments of fees owed to the joint municipal court, in an attempt to increase the percentage of assessed fines/fees being paid. Mike Raia has negotiated a very aggressive pricing structure for his company, with minimal costs. Colleen is investigating whether there are any additional fees that would need to be paid to Edmunds.

Scott G. also discussed the idea, as a part of the Borough Hall security upgrade, of allowing residents to use a credit or debit card when paying bills in person. This would entail having a card reader at the front counter.

- Webmaster – The Borough is currently seeking other candidates for the position. Scott G. has a potential candidate. John TenHoeve has another possible candidate. Tech. Committee may be

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involved in interviewing the candidates.

- Collection of Borough forms to be available for website - Still awaiting the hiring of a new webmaster. Scott G. and Kelley did some testing using PDF Pro to produce a test of a form using drop-down fields. Forms currently found using "Quick Links" drop-down list. Looking for original versions (MS Word, etc.). Need to tell Kelley which forms to locate and she will find get them from the original author. Want to be able to create a form that can either be printed or sent directly to the Borough. The Borough needs to determine if the submission of a PDF document is sufficient, either hard-copy or e-mail or if the goal is the direct capture of the data in the form in a format that can be uploaded into a computer application.

Scott G. to speak with Kelley to locate original copies of the forms in MS Word and send these to Scott K. to begin to convert them to editable PDFs. **Action: Scott G.**

Scott G. to put on action list for Borough webmaster, when hired, to spec system to allow for direct upload of the data in the form, as well as local printing. **Action: Scott G.**

- Scott G. is collecting the newly updated rosters for the Borough committees, in Word documents, and submitting them to Kelley. He is including the committees' calendars, as well. Kelley will update the website, on a prioritized basis.

General Project Updates:

- Mayor McGuire has requested the Borough map be digitized and made interactive, with filtering and searches. Civil Solutions has mapped out every fire hydrant, storm drain, sewer piping and zoning areas. We want to put that online and make it interactive. Steve, from Civil Solutions, will be investigating. Scott G. will show the results to the Tech. Committee.

A question was raised as to whether the Historical Society has a map of the walking trails in the Borough.

- Borough Security upgrades – Determine if a follow-up meeting between Bill Beattie, Steve Masson and Steve's manger was ever held. This will be part of an overall Borough Hall refurbishment and it would be the time for IT infrastructure upgrades, as well. **Action: Scott G.**
- Still looking for new project ideas for the committee.
- Election of new officers was held. Paul Wharton and Mike Mintz will share the Chairman duties.

Meeting was adjourned at 9:00 PM.

Next Meeting will be on Wednesday February 27th, 2013 @ 7:30PM Borough Conference Room

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

