

# Park Ridge Technology Committee Meeting Minutes

Wednesday, February 25, 2009

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

**In attendance:** John Kane, Terry Maguire, Doug Neumetzger, Paul Wharton, Colleen Ennis, Kelley O'Donnell

**Not in attendance:** Dan Browne, Peter Nakkash, Ned Barber, Scott Kreisler, Bob Laurenzo, Greg Mathis, Ed Pittarelli, Cathy Timpone, Stu Turner, Lt. Joe Rampolla

- **Establishment of committee officers** - We still don't have a volunteer as a Chair. Councilman Kane will continue as acting chair of the committee but really wants someone to take the chair. Paul Wharton volunteered at the end of the meeting to be Vice Chair who will be responsible for running the meeting or Agendas in absence of the the Chair.

***For those who have missed our first two meetings - the Chair is still open - please contact Councilman Kane***

- **Old Business**

a) **QScend update** provided by Kelley O'Donnell:

- 1) Admin Training being arranged to be taken by Bill Beattie, Justin (Utilities), Kelly O'Donnell
- 2) Onsite Training (1 1/2 Days for Department Reps (Justin - Public works, Lt. Rampolla - Police, Kelly - Admin, Lynn - Planning Boards etc.) who will have Publisher Rights. This shares the publishing duties and prevents lone publisher from wanting to be compensated for services.
- 3) Also planned is a 30 minute course for Remote access Training for Publishers to be able to publish remotely

Open discussion items related to Qscend:

- 1) Request for establishment for contact list for each Portal on the website - Suggest to include as additional Reference tab with newly created Boro Committee/Boards comprehensive reference spreadsheet
- 2) Foreign Language Translations - Does Qscend provide ability to translate to other languages, do we want to have an emergency page with multi languages in one of the portals

b) **Edmunds update** provided by Colleen Ennis:

- 1) Edmunds live for Boro Payroll, Taxes, Utilities Accounts Payable and Boro A/P, Escrow Accounting, Dog & Cat Licenses
- 2) Training department members going well and Vendor lists completed
- 3) Utilities Billing & Collection are next segment to be added
- 4) Human Resources Module (included in Package) to be explored as last roll out phase

- **New Business -**

a) **How Do I sections for the new website** - We want all members to bring forth their own **Top ten list of How Do I situations** that should be included on the new website so we can get ahead of production

For Example: How do I get approval for an addition to my house?

b) **Forms/Applications** - Eventually we want to offer forms and applications on the Website that can be downloaded or possibly filled in on line. We need to take an inventory of all the forms/applications that are used by the various departments for residents and businesses in town. Colleen is going to bring this request up at the next Department Head's meeting to see if we can start a collection that can be reviewed by committee to assess and propose a plan to the Mayor & Council.

c) Discussion brought up by committee member regarding press releases for **accomplishments of this committee**. Councilman Kane to discuss with the Mayor regarding inclusion in the Newsletter

- **Next Meeting** - Councilman Kane to reach out to Bill Beattie to possibly attend the meeting to discuss our current Boro network and possibly upgrades to incorporate (Lightpath, PBX/phone utilization, WiFi etc.)

For those who attended - please feel free to circulate any items I may have missed.

Thanks,

JK