

# Park Ridge Technology Committee Meeting Minutes

Wednesday, October 28, 2009

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

**In attendance:** John Kane, Scott Kreisler, Dan Browne, Chris Halton, Justin Mezzadri, Kelley O'Donnell, Ned Barber, Paul Wharton

**Not in attendance:** Greg Mathis, Cathy Timpone, Stu Turner, Peter Nakkash, Doug Neumetzger, Pete Mauro

## Old Business/Open Items:

a) 5 items were presented to **Council Meeting on 8/25/09** 2 have been closed and 3 items are still open – John K

- Email notification features – Justin & Paul still testing/using Qnotify (part of existing QScend package) features and establishing residents to sign up to select what distributions they wish to receive. Paul & Justin to work on Matrix of all desired features, uses of email vs. the various Borough committees/Boards desired uses. They will also provide a summation of key desired technological and publisher, end user features and any limitations of Qnotify package before recommending supplemental Vendor selection.

A resident suggested emergency messages to be email notified in Spanish. This will need to be discussed with Council and will remain open item on Email Notification work stream as expand choices on sign up. Possibly leverage Court Interpreter to translate.

Ned B to work with Justin to explore using the PKRG polling features available on website. Offered PKRG public poll as test.

- Sponsorships on Verizon PKRG – Council agreed to pursue sponsors for Verizon channel (contractual limitation with Cablevision). Colleen Ennis to request a new trust account for PKRG for accepting funds for corporate sponsor spots. PKRG trust funds would be used for PKRG expenses/projects. If successful, the sponsorships **could possibly** help supplement PKRG's operating costs – and **possibly** reduce the taxpayer's current budget allocation. More importantly it would enable PKRG to plan and purchase necessary tapes, cameras, accessories when needed and when equipment costs exceeds current budget levels. PKRG has one Bank in town lined up who produced their own spot ready to run. Ned will also work on an advertising price list for example: airing a preproduced spot vs being involved in filming, producing and then airing a spot for local business. Pricing will

need to be then presented to the Mayor & Council as well as brief summary of content and types of spots envisioned to be aired before entertaining more sponsors.

- Policy for Posting Pictures/Videos (covering PKRG & website) – Council agreed that we pursue Boro policy using disclaimers. School currently provides a waiver form and a review will be done of existing language to assess umbrella coverage for all Boro mediums (PKRG & Website). Dan B to provide a copy of the recently introduced school form that will be forwarded to the Borough Attorney for review and recommendation for how the Borough should proceed on this subject.
- Twitter/Facebook – Council discouraged facebook and would like to review Rec & Police use of Twitter before establishing general Boro use – **Closed**
- Borough Email extensions – council agreed to change email extensions to @ParkRidgeBoro.com – **Complete**

#### b) **Tech Committee Google Website Demo** – Chris H

- Chris gave Tech Comm. a demo on the new Google Website set up to be used by Comm. members for their Project tracking, project overviews, communicating status/comments for others to read and where documents, pictures, vendor estimates/bids can be organized.
- Most Comm. members have signed on and now we all have to begin to utilize the platform
- I will utilize the Agenda section for our next meeting (in parallel to email) in anticipation of moving all future agendas to this site
- We hope to leverage the format/content setup of the first project (Police Cameras) as a shell for the other projects – Please send in any suggestions to Chris by 11/15/09 who incorporate them to the existing Police Project layout and then can copy the frame without content to the other Project folders to keep standardization across all projects.
- This project website will serve this committee for many years to come and will provide continuity as volunteers & Council members change over the years. It will be very easy in the future to implement Projects scoped today and funded tomorrow

c) **Review of Police Surveillance Cameras** – this project has been updated on the new Google site. There was some info recently revised and the google site is organized for all to review. I suggest everyone read through the details and bring forth questions/discussion points for our next meeting.

**New Business** - discussion of any new initiatives that tech Committee members feel should be explored

- **Time Clocks** – Justin updated us that Bill Beattie is reviewing test software offered by a prospective vendor to ensure capability with our Edmunds system and that meet the needs of Utility supervisors.
- **Grants** - Kelley updated the committee that she has found a reputable grant search firm that with Council approval we will be able to use for helping us find grants that line up to our various Tech projects. If we scoped a few projects before the 2010 Budget Season begins, we will be better suited for presenting the Finance Committee with some estimated grant firm expenses. We then would be position to possibly get some of these projects completed next year.
- **Project sub-committees** – A suggestion was raised that Committee members should have each other's phone numbers in addition to email addresses to help in getting together and working on these projects.

If you would like to have your phone number added to your name & email address on the Google Tech website – please email me back your phone # so I can complete a Committee Contact list.

***Meeting adjourned 8:30 PM***

**NEXT Meeting – Rescheduled due to Thanksgiving Eve to Wed  
12/03/09 @ 7:30PM Borough Violations Room**