

WORK SESSION AFTER THE REGULAR MEETING OF OCTOBER 2, 2012

Mayor Baratta called the meeting to order at 8:15 p.m.

PRESENT: Mayor Baratta, Deputy Mayors Cosgrove and Trawinski, Councilmembers Peluso and Swain.

ALSO PRESENT: Manager Metzler, Municipal Clerk Kwasniewski and Attorney Mondello.

FUNDING OF EMERGENCY CAPITAL WEBSITE AND EMAIL SERVER REPAIR

Manager Metzler stated as they were all aware there was a major crash with the Borough's host server who apparently went out of business and failed to notify anyone. They were currently back online with a firm that the Police Department uses. They have also found out that all of the files from the website were corrupted. The backup files were maintained by the server.

He felt there were two ways they could proceed. One would be to rebuild the old website but he was going to be recommending redoing the site next year. He had spoken to Civic Plus. He and Jim VanKruiningen met with QScend. He distributed their proposal. He recommended going with that firm with a total cost is \$30,321.50 of which is \$17,704.50 is for software which is on the State Contract. This firm is currently providing service to forty-six other communities.

CFO Palermo has found bonding money that could pay for it with Council's approval. The savings going with this firm is approximately \$10,000. One of the things they had discussed was the virtual municipal building which would be the ability to do all kinds of permits and licenses online but this proposal will not get them there. This firm is capable of doing it but it would be done through a third party that they would integrate into their software.

The decision at this point was whether they wanted to utilize the money from older bonds to pay for it and move forward or did they want to rebuild the old website, wait until 2013 and put it in the capital budget.

Mayor Baratta asked what the status was right now. Manager Metzler explained that the website is up but just has the basic information. Currently they do have the ability to keep the public advised of breaking events.

Municipal Clerk Kwasniewski stated that the Webmaster had called her and asked her to start putting information together. The meeting dates and minutes are important but they haven't gotten that far. The agenda has been posted on the website.

Councilmember Swain wondered if they had to go out to bid for this. Manager Metzler said it was on State contract. Councilmember Swain wondered what

the \$30,000 would cover. Manager Metzler explained the cost of the software would be \$17,704.50 which included a one year contract, the annual cost for maintenance and support would be 20% of that amount.

Municipal Clerk Kwasniewski stated that the Municipal Clerk's Association uses QScend to host their website. One of the people on the Technology Committee was very familiar with them and spoke highly of them. The association has been using them for at least six years. The only problem is that training becomes costly because the Municipal Clerk's Association changes people that need to be trained but it would be less costly for the Borough.

Manager Metzler stated to build the website and to provide two days of onsite training on how to upgrade the website would cost \$30,321.50. He reiterated that it would not get them to where they want to be where licenses for example could be done online. That would be something that would be done in the future. They will have to do it with a third party company.

Mayor Baratta stated she would like to have a chance to look through the proposal and research the company. She was not prepared to vote on this tonight.

Deputy Mayor Cosgrove suggested Manager Metzler reach out to other towns that use Qscend to see what they have experienced.

Councilmember Swain mentioned Gov-Interact which does everything. Manager Metzler wondered about the cost. Councilmember Swain also mentioned Alpha Dogs Solutions who does do cyber clerk, credit cards and notifications systems. It seemed too much to spend now and then more again next year. She felt they want more capability of the website so residents could click on it and find what they need and even pay for permits online.

Manager Metzler said the payment online is not possible with the proposal he gave them. One of the things he found out in the survey was people do not know where the parks were. They could have a section with links to the park with photos and list the amenities. Downloading forms and forwarding them would be included.

Deputy Mayor Cosgrove said they should find out what the standard package was from this company and what it would cost to get them what they want. Councilmember Swain thought another website host may include what they ultimately wanted.

Mayor Baratta wondered if they could also integrate going paperless. She wanted to know if the agenda, ordinances and all of those things could go to an iPad so that they could sit at a meeting and instead of having paper documents in front of them it would be on their election device. She would like that integrated into the program. Manager Metzler stated that they have

already worked with Anton, who was the IT Consultant. As they recall one of the concerns they had was the Council approved the funding for the hardware but when they started looking at the hot spots and wondered how they would pay for it. Anton has come up with a solution and has done it in Elmwood Park.

Municipal Clerk Kwasniewski stated that Anton had suggested not going with 4G but staying with wifi. She was not sure that would work because Franklin Lakes hyperlinks everything and wifi does not have the capability. Manager Metzler said Anton felt comfortable with providing this service and would come in to speak with the Council.

There was a unanimous consensus to have this subject placed on the next Work Session.

MISCELLANEOUS PUBLIC COMMENTS

Rich Seibel, 33-07 Halsey Road, spoke about the cost of the website host and was glad there was money in reserve for it. Last year it was Mother Nature and now it's the internet, they never know what was going to happen.

Manager Metzler stated the funding was not reserved because this was coming from projects that were bonded and identified for computers or software programs which CFO Palermo had been able to find.

ADJOURNMENT

Upon motion by Deputy Mayor Trawinski and a second by Deputy Mayor Cosgrove, the Work Session was adjourned at 8:30 p.m.

Respectfully submitted,

Joanne M. Kwasniewski, RMC/CMC/MMC
Municipal Clerk

The undersigned have read and approve the foregoing minutes.

Mayor Jeanne Baratta

Deputy Mayor John Cosgrove

Councilman Kurt Peluso

Councilwoman Lisa Swain

Deputy Mayor Ed Trawinski