

Approved 9/5/06
March 21, 2006

Keyport, New Jersey

Minutes of a Special Meeting of the Mayor and Council, held on the above date in the Council Chambers, Municipal Complex, 70 W. Front Street, Keyport, N.J. pursuant to being called by the Mayor and Borough Council, notice on file with the Borough Clerk, forwarded to the Asbury Park Press, Courier, Independent, the Newark Star Ledger and Two River Times and posted on the Bulletin Board in accordance with the Open Public Meetings Act, P.L. 1975, Ch. 231.

Mayor Merla called the meeting to order at 6:36 P.M. and read the Sunshine Law Notice.

ROLL CALL

On Roll Call the following were present: Councilmembers Hassmiller, Walling, Wedick, Sheridan, Ortman. Absent: Councilman Bergen arrived at 6:39 P.M. Others present: Mr. Antonucci, Borough Administrator.

PRESENTATION

1. **Website - Keith LaBeau, Q-Scend Technologies.** Mr. LeBeau said Q-Scend has 200 customers around the country and they specialize in Municipal websites. The website is administered by the Municipality. Brochures on Q-Scend were distributed. They have 10 years of software experience; the web is used 24/7. The New Jersey Municipal Clerks Association uses Q-Scend for their website. If Keyport decides to enter into a contract with Q-Scend, the tools would go behind the current site, Keyportonline.com. E-mail accounts could be set up so the Mayor and Council could receive messages from citizens or employees. Citizen complaints could be accessed and addressed. There are classes available through Q-Scend and CEU's could be received by employees. The tools are to better serve the public. Minutes can be posted the next day. Q-Scend archives the website for years so that there will be better access. Any action taken on any complaints will be e-mailed to the citizen so they are aware of the status. Instant alerts and check backs will be there if no response is given. There is an e-mail list management tool which allows you to opt in or opt out. Some features that are available are the Q-Scheduler which provides calendars for the various department events, Q-Forms allows you to post all forms which can be accessed via the Borough Hall. Q-Polling has online surveys which provide feed back on issues.

Fees can also be paid online when the Borough is ready. Events that take place in the Borough of Keyport can also be archived. With regard to the citizen complaints, all of the same complaints are grouped together and one e-mail response can go to all of the complainants. Different complaints are color coded on a map. There can be Microsoft or PDF files; the product is not going to change by changing the information or the website. Mr. Sheridan asked how long it would take to deliver? It depends on the content; it could take 2-3 weeks. There is a press release kit for the public. Mr. Hassmiller asked if the citizens could contact the Mayor and Council individually; yes, but you would not use e-mail addresses. Mr. Ortman asked if the tutorial was for the Borough and the Public. It appears as a regular website and it would be kept as easy navigation. Government Centric and Public Centric would be kept. Mr. Wedick asked if residents that check in would be protected so that no one would know who is looking into what. Mayor Merla asked if the rate is structured on population. The Mayor would like to speak with John Wisniewski, Borough Attorney about this.

PUBLIC COMMENT PORTION

The meeting was opened to the public for comments of

questions. Angel Matos, 47 Chandler Avenue, asked if there would be citizen postings. Information can not be deleted; the action would be attached. It was asked if it would be an open ticket; actions would go back to the citizen.

Mike Lane, First Street, asked how many are involved in Hackensack; three. Mr. Lane then asked if it was a full time job to maintain the site; no. We are buying an overhead in staff.

There being no further comments or questions, the meeting was closed to the public at 7:10 P.M.

ADJOURNMENT

Motion to Adjourn the meeting by Mr. Hassmiller, seconded by Mr. Walling with Ayes by all present.

Time of Adjournment: 7:10 P.M.

Respectfully submitted,

Allyson M. Cinquegrana
Allyson M. Cinquegrana, RMC
Borough Clerk