

approval
1/9/07

June 5, 2006
Keyport, New Jersey

Minutes of the Special Meeting of the Mayor and Council, held on the above date in the Council Chambers, Borough Hall, 70 West Front Street, Keyport, New Jersey pursuant to the adoption of Resolution No. 153-06 on May 2, 2006, notice was filed with the Borough Clerk, forwarded to the Asbury Park Press, Courier, Independent and Two River Times and posted on the Bulletin Boards in accordance with the Open Public Meetings Act, P.L. 1975, Ch. 231.

Mayor Merla called the meeting to order at 6:46 PM and read the Sunshine Law Notice.

ROLL CALL

On Roll Call the following were present: Councilmembers Walling, Wedick, Sheridan, Ortman. Absent: Councilmembers Hassmiller (arrived at 6:52 PM) and Bergen. Others present: Thomas Antonucci, Business Administrator.

DISCUSSION

1. Records Management Procedures – Earl Babb, General Code

Mr. Antonucci stated that he and Judith L. Poling have worked together to receive proposals for records management. He met with Mr. Babb at the beginning of the year regarding the scanning of all documents into electronic format.

Earl Babb of General Code apologized for not being at the last meeting, he had a family emergency. Mr. Babb said the purpose of this meeting is to speak about two tasks, document imaging and the survey of records. The Borough Minutes date back to the first charter and need to be preserved, the minutes are disintegrating. The books were surveyed and he presented a proposal on that. There was also a proposal on implementing and equipment. The Open Public Records Act is prevalent in the Clerk's Office. The program will help with significantly quick retrieval.

Mr. Babb gave a presentation on the programs and the folders within the program. All documents are unchangeable. Mr. Babb went through the tasks that would be needed. Currently the Borough Clerk would have to thumb through the minute books to search for information; with the computer program she could find what she needed by entering one word.

Mr. Antonucci said this program was envisioned for reference of matters at the Council Meetings. Mr. Wedick asked if these records would be available to the public? The records can be available per the Mayor and Councils decision. Mr. Babb said the Borough can purchase down the road; it will take time to set up. Records can be made available to the public. Mr. Antonucci wanted to make sure that no file extensions are to be locked into the software. There should be a link from the web to the system. Mr. Babb said it is non-proprietary; it is a State Certified program. Records can be reproduced from the system. With the system you can also search building permits and scroll through them.

Councilman Sheridan asked if large scanners are needed;. Mr. Babb said yes and they can be outsourced. Mr. Babb also went through what can be redacted and how. Mr. Sheridan asked how the Clerk would know if it is the latest version. Mr. Babb stated that note pad can be used for notation but you would never change to original. Mr. Antonucci said there are processes that need to be in place. Councilman Ortman asked if General Code is selling a package or services too. He asked if there is a time frame for records. Mr. Babb said he looked at resolutions, ordinances and minute books; it could be done over a time period of four months. Mr. Ortman asked how the price was determined? It is determined by the page. Mr. Babb said bound books need a camera to scan and requires more details. Mr. Antonucci said he envisioned the Clerks Office getting the program first; she has the more important documents. The Construction Code Office will be more detailed and extensive. Mayor Merla asked if this would be a Professional Service or a Competitive Bid?

Mr. Babb stated that Howell has had this program for four or five years now. Mr. Antonucci stated some neighboring towns have this program and have purchased lap tops for the Mayor and Council. Mr. Sheridan asked if they would be able to speak with the towns? Mr. Babb said a list of fifteen to twenty references can be provided. There are also some retention requirements for the various offices. Mr. Antonucci said there are State Certified locations to store documents.

PUBLIC COMMENT

The meeting was opened to the public at 7:05 PM for comments or questions.

Mr. Ludwig asked if it is a multi step process for the imaging.

Angel Matos asked about security and if the information can be accessed by the web? He also asked if there is a registering process. The public is forced to register or the can be registered as a guest. It was asked if the repository is General Code or the Borough. There must be something in place for Disaster Recovery. Mr. Antonucci said budgeting would be needed as the Borough goes along with the process. Mr. Matos asked if it can be viewed with any image viewer; yes, the image is in Laser Fiche.

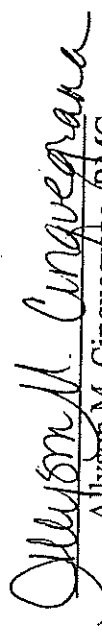
Mayor Merla stated this matter will be referred to the Finance Committee. Mr. Antonucci stated recodification of the code book is also needed. The two efforts would be combined to be more cost effective. Mayor Merla said Mr. Babb can come back and speak on this matter.

ADJOURNMENT

Motion to Adjourn moved by Mr. Wedick, seconded by Mr. Sheridan with Ayes by all present.

Time of Adjournment: 7:16 PM

Respectfully Submitted


Allyson M. Cinquegrana, BMC
Borough Clerk