

**MINUTES OF THE SPECIAL MEETING
OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF SADDLE RIVER
JULY 7, 2016**

PRESENT: Mayor Kurpis, Council Members: Jensen, Kerner, Salazer, Schulstad,
Borough Administrator Shenkler, Municipal Clerk Convertini, Borough Attorney
Huntington

ABSENT: Council Members Acaster & Gray

PRESIDING: Mayor Kurpis called the meeting to order at 6:00 pm and Municipal Clerk
Convertini read the following statement:

PUBLIC NOTICE: Notice of this meeting in compliance with the Open Public Meetings Act,
Chapter 231 of the Laws of 1975 has been given by posting a notice of a
Special Meeting of the Mayor and Council of the Borough of Saddle River, on
the bulletin board in the Municipal Building, Borough website and faxing
notice thereof to the Record and Herald News on June 30, 2016.

NOTIFICATION OF FIRE EXITS

PLEDGE OF ALLEGIANCE

RESOLUTION TO AUTHORIZE THE GOV OFFICE AGREEMENT

Resolution Offered by Council President Jensen
Seconded by Council Member Salazer

WITHDRAWN

OPEN TO THE PUBLIC: No one wished to be heard

Council Member Schulstad stated that he feels it is premature to be voting on this contract at this point and would like to further consider Attorney Huntington's important comments and points that must be taken into consideration.

Attorney Huntington stated that he reviewed this with Borough Administrator Shenkler and went over several points but stated that he was not versed in the artistic content area of this contract.

The Terms and Conditions of this contract were addressed in detail, specifically language pertaining to the termination of the contract. Time frames for data migration and deletion off the GovOffice servers was modified in order to be more favorable to the Borough in the event of a contract termination.

Council Member Kerner stated that, if for any reason this contract was breached by GovOffice, there is no vehicle in place to fix the breach, the only remedy is to cancel the contract.

Mayor Kurpis stated that he feels that this contract is very vague and he is not comfortable with it as written. He further addressed specific areas including search engine optimization, analytics, and the ability to have unlimited photos on the website, all features that should be imperative with a new website.

Attorney Huntington suggested authorizing the execution of the contract at this time, with the conditions of the necessary modifications spelled out in the resolution. Mayor Kurpis was in favor of waiting until the regular meeting of the Mayor and Council on July 18, 2016 so that the entire Council could offer input.

Council President Jensen addressed archiving the content, not necessarily only in the event of a termination of the contract. The integration with Seamless Docs was also addressed and this must be further evaluated.

The necessary changes were reiterated at this time with Attorney Huntington.

Council President Jensen stated that this resolution will be withdrawn for further consideration at the regular meeting of the Mayor and Council on July 18, 2016.

RESOLUTION TO AUTHORIZE THE SEAMLESS DOCS AGREEMENT

Resolution Offered by Council President Jensen

Seconded by Council Member Schulstad

WITHDRAWN

OPEN TO THE PUBLIC: No one wished to be heard

Council President Jensen asked if this service provided cloud storage and this was discussed in detail at this time.

Council Member Schulstad stated that there is little information in the contract about the services provided and the terms.

The licensing agreement was addressed and Council Member Kerner stated that she had made a prior revision which must be included in the final copy.

Mayor Kurpis stated that the Borough must ensure that the GovOffice website platform can integrate with Seamless Docs in order to post fillable forms online. An indemnification may be required between these two companies.

Council President Jensen stated that Seamless Docs is also going to act as the Borough's archival system and, with time, the amount of data will increase significantly and the storage must be addressed.

Council Member Kerner addressed the service being provided in detail and stated that this company will provide a gateway for fillable forms to be completed and stored in a data base. The data will be stored on AWS and the Borough must ensure that this is secure.

Attorney Huntington stated that the Council should consider withdrawing this resolution until the contract is acceptable.

Council President Jensen asked about record archiving and Attorney Huntington stated that New Jersey has statutory codes for record archiving.

Council Member Kerner asked how both of these contracts will be revised and Council President Jensen offered to work with Borough Administrator Shenkler as this is his area of expertise. It was also suggested that our current IT provider, GTBM, be incorporated into this project to insure that all facets of the website upgrade and the ability to fill out and store documents online work together moving forward.

Council President Jensen stated that this resolution will be withdrawn for further consideration at the regular meeting of the Mayor and Council on July 18, 2016.

Mayor Kurpis stated that he would like to implement an additional monthly Work Session Meeting as the regular meetings are running very long. The Mayor and Council discussed specific times that would be beneficial and it was decided that 10 calendar days after the regular meeting, on Thursday would be the optimum time. The Borough Clerk will send out an email polling all Council members about their availability. A resolution will be adopted at the July 18, 2016 meeting of the Mayor and Council approving the addition of a monthly Work Session Meeting.

ADJOURNMENT: A motion for adjournment was made and seconded.

Respectfully submitted,

Joy C. Convertini
Municipal Clerk