

***East Amwell Township Website and Residents  
Communication Committee  
Meeting Minutes***

1070 Route 201/31, Ringoes, NJ 08551

September 27, 2018- 7:30 p.m.

**Call to order**

The regular meeting of the Website and Resident Communications Committee was called to order at 7:31 p.m. by A. Castellano who read the following:

In compliance with the Open Public Meetings Act, this is the regular scheduled meeting of the East Amwell Website and Resident Communications Committee pursuant to the meeting notice published in the September 27, 2018 issue of the Hunterdon County Democrat. Notice of this meeting was filed on September 25, 2018 in the Township Clerk's Office, emailed to the Hunterdon County Democrat and the agenda was posted on the municipal bulletin board.

**Roll call**

Jessica Rose conducted a roll call. The following persons were present:

Alison Castellano

Richard Wolfe

Erica Johanson

Chris Sobieski (Remotely dialing in)

Sande Katz

**Approval of minutes from last meeting**

Motion to approve the minutes was made by A. Castellano. R. Wolfe moved to approve, motion was seconded by E. Johanson all were in favor.

**Additions to the Agenda**

Discussions about the Historical Preservation Society Website and a share file drive was added to the agenda.

## **Open to the Public (for items not on the Agenda)**

It was decided that there was no need to open to the public as Matt Miller the only member of the public present at the meeting would be giving an update on the live stream equipment for the township, in the absence of committee member S. Ippoliti.

## **New business**

### a) Launch Party

J. Rose shared the website invite and website crossword puzzle. J. Rose will make the correction to the committee's title on the invite and email to the committee for any final changes. Once the invite is approved J. Rose will send to T. Stahl to distribute to the appropriate township employees, committee members, and personnel. J. Rose will email the crossword puzzle to committee members, so they can print and share copies of the puzzle. The puzzle will also be posted on the township Facebook page and copies will be left in the township building. J. Rose booked the big room for the launch party. Set up for the party will begin at 6:00 p.m. on October 25<sup>th</sup>. A. Castellano said the launch party will replace the monthly meeting for the Website and Residents Communication Committee. A. Castellano will include the website launch party on the East Amwell Township School District Website and email blast. R. Wolfe suggested having a live demonstration of website start at 7:00 p.m. J. Rose will include that on the invite. A. Castellano will try to export the list of current website subscribers to excel spreadsheet, so that the launch party invite can be sent to them. J. Rose will get a wireless mouse as a prize for whoever solves the website crossword puzzle and presents their answers at the website launch party.

### b) Website Training

A. Castellano will attend training for the new website. A. Castellano will be making a recording of the training to share with everyone who will need to update the new website. All the secretaries and assistants for each township committee will be trained. Krista Parson will also assist with training. A. Castellano will a set up evening training session and individual training sessions as needed.

### c) Website Status Update

T. Stahl has been sending updates to S. Ippoliti. A. Castellano has been keeping copies of all the updates so that she can reconcile them with the new website. The production site will be available on September 28<sup>th</sup>. A. Castellano will test the new website. A. Castellano, K. Parson, and J. Rose will help township personnel with any issues with the new website. R. Wolfe will have access to post

emergency messages on the website. R. Wolfe suggested giving everyone on the Township Committee access to post emergency messages on the website. A. Castellano will share the new website with the committee once she makes initial changes. A. Castellano will send a link to training video to J. Rose.

d) Live Stream Equipment Solution

M. Miller gave an update in S. Ippoliti's absence. S. Ippoliti's ordered and tested equipment for live streaming. He will return it to Amazon within the 30-day return policy window. M. Miller stated for about \$2,500 the township can have three cameras and cables to live streaming for township meetings. The cameras would give a 360-degree view. Each camera would give a different view of the meeting. A. Castellano suggested testing the equipment at the Planning Board meeting on October 10<sup>th</sup>. R. Wolfe stated the township will buy the equipment if it works for meetings.

e) Historical Website and Share File

The Historical and Preservation Society created an external website. A. Castellano asked if a link this external website should be included on the new township website or to have a photo gallery on the new website. C. Sobieski had to depart the meeting at this point and departed the meeting at 8:12 p.m. J. Rose suggested that if a link to Historical and Preservation Society website is included on the township website a disclaimer should be placed informing the user that they are now leaving the township website and going to another external website. R. Wolfe will look into including that link on the website. A. Castellano stated that the share file contract with City Connections runs until October 12<sup>th</sup>. The township will use that share file until the contract runs out. S. Ippoliti will discuss and set up Google Suite with T. Stahl as a replacement for the share file.

Open to the Public

There was no need to open to the public.

Adjournment

A. Castellano motioned to adjourn the meeting, R. Wolfe seconded, all were in favor. Meeting adjourned at 8:22 p.m.