

Telecommunications Advisory Board (TAB)  
Meeting Notes: January 11th, 2016 at 6:30 p.m.

**Board Members:**

Present: Ed Ebenbach, Chairman, Kurt Krause, Member, and Keith Peters, Member

Quorum: Yes

**Others Present:**

Supervisor Liaison: Ryan Manion

Township Manager: Stephanie Mason

Special Projects Coordinator: Autumn Canfield

**Guest:** David Laustsen

**Proceedings:**

- **Meeting** called to order at 6:32 p.m. by Mr. Ebenbach.
- **Reorganization:** Ms. Mason served as chairman during reorganization. Nomination by Mr. Krause of Mr. Ebenbach for Chairman of TAB, seconded by Mr. Peters, Nominations closed. Mr. Ebenbach was unanimously approved as Chairman of TAB. Ms. Mason returned chairmanship to Mr. Ebenbach.
- **Review and approve minutes** from 12/14/15 TAB meeting – Approved unanimously without correction.
- **TAB Yearly Report to Board of Supervisors** at the Tuesday, February 2<sup>nd</sup>, 2016 Board of Supervisors 5 PM Meeting. This report is to be presented prior to the next TAB meeting. Thus Mr. Ebenbach, later in the meeting, presented a summary of the 2015 accomplishments and the 2016 goals. He requested input of any modifications needed for the report. He will present the final report at the meeting.
- **Comcast Franchise Renewal Update**
  - Ms. Mason reported that the Township is still awaiting a signed contract from Comcast to complete this process.
- **Other Project/Spending**
  - **TAB Bank Account:** Mr. Ebenbach reported that the current balance of the equipment replacement fund is approximately \$20,000 following movement of the 2015 budgeted equipment amount of \$4,500 into this fund. Ms. Mason noted the balance now equals about what was initially spent in equipping the video facility years ago. Mr. Ebenbach noted that the prices paid at that time are not representative of today's prices and that there has been significant technological advancement, such as the 16:9 High Definition format, that will ultimately mean wholesale replacement of the current standard definition facility at greater expense, explaining the early funding set aside.
  - **New Wireless Mics and New Camera** – Mr. Krause and Mr. Peters reported that the new equipment works well, works together, and their video tests demonstrate such. Mr. Peters briefly covered the differences between the simple tripod

included in the pack, the moderate tripod the township already owns, and the tripod Mr. Peters usually uses. Mr. Laustsen added that a wheeled dolly is a useful addition when tripod use is planned. Mr. Peters will gather price and availability information.

- **Wireless Network Coverage:** Mr. Ebenbach reported that there are two areas in the township building that apparently lack sufficient wireless network coverage. These areas are primarily the northeast side of the administration/code area and the northwest side of the police area. Upon Motion by Mr. Krause, seconded by Mr. Peters, it was approved to spend approximately \$220.00 for the purchase of two additional wireless access points and an associated controller computer. The wiring will be done by other than TAB members.
- **Scrapping of original TAB computer:** Upon discussion, the members reached consensus to discard the original TAB computer, given its less than \$200 value, subject to appropriate recycling and protection of hard drive contents.
- **DTV Programming/Programming Projects**
  - **Nexus Rescheduling action** – Mr. Ebenbach reported that Ms. Canfield has been trained on the Nexus machine and she has been provided with a list that inventories the current library contents of shows that could be used to vary and refresh the schedule. Further discussion occurred such that she will refresh one category each week, so that the entire schedule will undergo a complete overhaul every 6 to 8 weeks.
  - **Who We Are/What We Do series** – Mr. Ebenbach queried how this process was proceeding concerning the EAC, the Bike & Hike committee, the Ways & Means Committee, and the Parks Board. Because the EAC seems receptive (Ms. Mason will discuss with them at their 1/12 meeting) it makes sense to proceed with taping their segment next. Following a discussion of what additional images could supplement the normal “talking heads” format, Mr. Laustsen commented on the equipment in his facility to effectuate such supplementation. Further, Mr. Laustsen observed that the Kid's Castle complex would lend itself to producing a video program. The attendees noted that the township currently airs 4 video programs on Kid's Castle and that examination of more recent programming might be appropriate given that the Kid's Castle complex is over 15 years old. Because a new chairman needs to be selected for Ways and Means, perhaps this segment can be deferred. Mr. Ebenbach has been speaking with Mr. Bray of the Parks Board, so this may present opportunities for the near-term taping of a segment. The Bike & Hike situation offers many possibilities and will need further exploration. Mr. Peters noted that if the purpose of the series of Who We Are segments is to inform township residents of their government, as well as to encourage participation in the board, a segment on TAB is appropriate. Given that Mr. Ebenbach will likely be overseeing the taping of this segment, Mr. Peters and Mr. Krause may be the segment guests with Ms. Mason hosting.
  - **Doylestown Historical Society** – Mr. Laustsen described a lengthy program about the history of Doylestown featuring Mrs. Jean Rutherford, wife of Milt

Rutherford, in a Jeepster, filmed while touring Doylestown and recounting what previously was present. Mr. Ebenbach will be meeting with Mr. Laustsen concerning additional programming available.

- **Fido Float** – Ms. Mason reported that the Roving Reporters’ mother has not indicated when a finished program can be expected as this appears to not be time sensitive, and the ‘reporters’ are currently focusing on their schoolwork.
- **Non-profit as sources of programming** – Mr. Ebenbach observed that Ms. Manion's suggestion of obtaining programming from non-profits remains a possible avenue that needs further exploration. He also observed the prevalence of programming produced by non-profits such as those that he observed at Doylestown Hospital.
- **Mural project** – An idea for a program that documents the events and personalities surrounding the township mural was discussed. Ms. Mason briefly covered the history of the events surrounding the mural, the murals depictions of the seasons, and the existence of individual watercolors of the properties depicted on the mural. The original watercolors were auctioned off and are currently privately held, the locations of which may be available for retrieval. Mr. Laustsen observed such a significant project should have a script written for it. Further discussion on this project will occur at future TAB meetings.
- **200<sup>th</sup> Township Anniversary** – This issue was deferred. Ms. Mason noted that this is rapidly approaching and this April is only 2 years before the anniversary.
- **Moments in Time** – this project is subject to further examination. Mr. Ebenbach and Mr. Laustsen will be looking at this more closely.
- **Current Video Content Metric** – about 63%, down about 3% from last month
- **New Board Member – deferred pending receipt of application(s)**
- **Social Media operating results:** Ms. Canfield reported there have been minimal changes to the Following and Likes of township social media. She suggested that TAB should consider recommending the addition of Instagram to the Township’s social media mix. Ms. Canfield also reported that the Township was awarded by PSATS for various resident information efforts, including the newsletter, website, and Social media.
- **Operational Issues/Control Room**
  - **Router/Wireless hiccups** – as above. Mr. Krause and Mr. Ebenbach plan to install the testing the available Verizon router and to monitor its performance reliability over the current unit.
  - **CG-100 Software** – the airing of the recent Board of Supervisors reorganization meeting was complicated by the crashing of this titling software. Testing will be conducted to see if moving this software off of the overburdened main computer increases reliability or if newer, more expensive software must be purchased.
- **Local Origination Programming** – Mr. Peters noted that the Central Bucks Senior Taskforce has commented that they wish to have their program aired in other communities beyond just Doylestown Township and that Comcast currently has a

local origination channel (channel 99) that occasionally airs surrounding communities' governmental meetings. A discussion ensued concerning how an inquiry to Comcast could be made if our provision of the show by a data file was made available for their airing. This issue remains for further action.

- **Adjournment** – at 8:10, on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned.

Meeting Notes respectfully submitted by Keith Peters