

Telecommunications Advisory Board (TAB)
Meeting Notes: February 11, 2019

Members Present: Ed Ebenbach, Chairman, David Laustsen, Kurt Krause, Keith Peters, and Art Zapolski

Associate Member: Jean Laustsen, Officer Jessica Whiteside

Quorum: Yes

Board of Supervisors Liaison: Jennifer Herring

Special Projects Coordinator: Andrea Susten

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Review and Approve Minutes – The minutes of January 14, 2018 were approved by vote following a motion by Mr. Krause and seconded by Mr. Peters.
- New Building/System Upgrade Project: Mr. Ebenbach reviewed the upgrade and modernization proposal for the Public Meeting room video production and meeting room video/audio presentation systems.
 - Highlights of the functional and operational goals include:
 - 6 HD Capable remotely operated cameras.
 - Entry level broadcast quality video switching
 - HD Broadcast capable
 - Two audience displays for viewing presentation with the wiring option to install 2 additional displays if needed in the future
 - Separate monitors for the supervisors
 - Wireless and wired connections provisions for PCs and audio
 - Digital switching to route presentation materials on the meeting room screens
 - Digital audio switching and mixing with meeting room amplification
 - Built in assisted listening capability
 - Simplified operations. Supervisor meetings to be operated by one person
 - Industry standard components to allow for maintenance by staff or outside experts
 - Option to enable in-house provision of webstreaming service for operational savings
 - Future capability built-in for conference call participation
 - Simplified controls for unassisted control of media and screens in meeting room
 - Proposal cost highlights
 - Video production equipment and cameras - \$65,943
 - Meeting room audio and visual - \$71,972
 - Ongoing service hours (sold by 24hr blocks) - \$3,150
 - Funding summary
 - Funded by TAB account and 2019 and 2020 capital budgets. Service hours funded by TAB annual operating expense budget
 - Proposal vendor (AVT) offers product and services on PA Co-Stars Contract
 - Ms. Herring asked fundamental questions about viewing metrics and support for this investment. Mr. Ebenbach shared that the cable companies do not provide viewer statistics and that what evidence we do have is anecdotal. The online streaming metrics where the same video content is distributed indicate a strong and consistent viewership.
 - Mr. Peters made a motion seconded by Mr. Zapolski to advance the proposals as presented to the supervisors. The motion was approved by all.
- Current Video Content Metric – Mr. Ebenbach distributed this month’s spreadsheet that showed a Video Content of 70.1% which was a 4.1% decrease from last month. The primary factor was a reduction on the medical programming included in the schedule.
- Bicentennial video update – Mr. Peters to distribute the link to the final video for sharing with the Bicentennial committee. Mr. Zapolski is reviewing video from Memorial Day parade and Veterans events to determine if there is additional programming that can be created.
- 2019 Projects/champions are:
 - Mr. Zapolski will take on Memorial Day parade and the Veteran Celebration event.
 - The Laustsen’s will take on Trail system videos

- Mr. Peters and Mr. Zapolski will take on a Township “welcome wagon” video.
- Ms. Susten will take on the Dog park video
- Ms. Susten will take on working with the EAC to obtain externally produced videos.
- Ms. Susten will contact CB Schools regarding video production of mutual interest
- Mr. Laustsen will contact Stu Abramson about possible Historical Society videos
- Slides update – Update pended to next meeting.
- Social Media – Discussion pended to next meeting.
- Verizon Negotiations – Discussion pended to next meeting.
- Operations – No member offered any reports on this issue.
- Adjournment – The meeting was adjourned at 8:16 PM on a motion made by Mr. Peters and seconded by Mr. Krause.

Meeting Notes respectfully submitted by Kurt Krause