

Telecommunications Advisory Board (TAB)  
Meeting Notes: April 8, 2019

**Members Present:** Ed Ebenbach, Chairman, David Laustsen, Keith Peters, and Arthur Zapolski

**Associate Members:** Jean Laustsen and Doylestown Township Police Officer Jessica Whiteside

**Quorum:** Yes

**Board of Supervisors Liaison:** Jennifer Herring

**Township Manager:** Stephanie Mason

**Special Projects Coordinator:** Andrea Susten

Proceedings

- Meeting - Called to order at 6:36 P.M. by Mr. Ebenbach.
- Review and Approve Minutes – The minutes of March 11, 2019 were approved unanimously following a motion by Mr. Peters and seconded by Mr. Zapolski.
- Status Update of New Building/System Upgrade Project – Mr. Ebenbach reinforced that the Board of Supervisors have approved the recommendation from TAB, that a purchase order has been issued to AVT, and that the down payment has been made. Mr. Ebenbach distributed a current version of the “Statement of Work” (SOW) that is mostly complete. He noted that some items, such as training and cabling, have been revised and AVT has been working with Mr. Ebenbach concerning a variety of issues regarding how the public AV control panel will be configured. The SOW will be updated as needed.
- Transition Notices to Comcast and Verizon – Mr. Ebenbach noted these are forthcoming.
- New Equipment Purchases – Mr. Ebenbach noted some new equipment may need to be purchased, including but not limited to a new laptop and possibly a new desktop. The consensus of the committee was to proceed to obtain equipment necessary for the proper utilization of the new system while simultaneously allowing existing equipment to continue to provide the current offerings
- Transition Plan – Mr. Ebenbach and Ms. Mason noted the 3<sup>rd</sup> Tuesday in July is the target for our first BOS meeting in the new building and that this may entail significant actions once the new building is ready in June in moving over some equipment and supplies. Mr. Ebenbach noted that there may be a countertop width problem in the new control room.
- DTV Programming/Programming
  - Current Video Content Metric – Mr. Ebenbach distributed this month’s spreadsheet. It revealed a Video Content average of 78.5% which was an 8.2% decrease from last month. The decrease was primarily due to the less frequent airing of the Bicentennial Time Capsule video. Ms. Mason asked about the effect of adding the VIA-Hospital video to the schedule. Mr. Peters noted it is ready and loaded to the library but not in the current schedule, as he was awaiting TAB direction. Following obtaining consensus to add the VIA video to DTV and not to add it to the Township YouTube channel, Mr. Peters will make the necessary change to the DTV schedule.
  - Veterans’ Day Celebration/Bicentennial Memorial Parade Video Update – Mr. Zapolski shared the current draft video and some of the interesting editing issues confronting him. The consensus of the committee was, with minor suggestions, to proceed to final production and then airing of the video. Likewise, the Bicentennial Float in the Memorial Day Parade video was discussed as to the possible level of interest in the video given the proximity in time to this year’s parade. No plans were discussed on whether or not any recording of this or any subsequent year’s parade will occur. The video may be a historical ode to the Bicentennial float, the float’s concept, modelling, construction, and participation in the parade. Mr. Zapolski will be away next month and will not have a Bicentennial Memorial Day Float video edited until sometime after he returns.
  - Trail system – Mr. Ebenbach plans to further reach out to Mr. Kelso in regards to time and place recordings of trail system aspects given the burgeoning spring/summer season.
  - Township Welcome Wagon Video – Mr. Zapolski reported the he and Mr. Peters met for a second time to discuss making the video. Issues such as length, organizations to highlight and the purpose, as well as methods of distribution (i.e. realtors) were discussed. A link versus a physical storage device, such as a thumb-drive, and the costs, success, ancillary benefits, and provision of information, as opposed to solicitation of new business and/or residents, such as we saw in the other proffered community videos, was also debated. Work will continue on the project with the next steps

being a meeting with a member of the BOS, Ms. Mason, and the generation of a topic list for review at the next TAB meeting.

- Police Intro Video – Officer Whiteside noted that she will take photos of the two (2) new police officers shortly after their uniforms are finished by the manufacturer. These uniforms are important for consistency purposes and have not yet been received. Once these photos are added, the video will be ready for airing. A consensus of the committee was to proceed as discussed
- Dog Park Video – Ms. Susten has been talking with Kathy Brown concerning where this project stands and will advise TAB once things progress.
- EAC Video – EAC hosted a presentation on Lyme disease on April 3 at Delaware Valley University. The organizers at the Lyme Disease Network prohibited any recording of it as they want to produce their own program on this issue. Ms. Susten has expressed the Township’s willingness to air an appropriate video produced by the network and will continue her pursuit in obtaining the program.
- CB Schools – The Anti-vaping video by the 8<sup>th</sup> grade student, which was forwarded to the Township by BOS Chairman Barbara Lyon, CB Cares, and Angela Lynch at the school district, was discussed. The video is just shy of two minutes long but includes impactful information, visuals, and audio. Mr. Ebenbach noted that the video does not contain attribution to the creator and noted that he has stated as much to the sources. They want to meet with TAB to work on this and other issues. He will invite them to attend the next TAB meeting. Mr. Peters noted that there may be visual as well as audio copyright issues. These seem to not be a problem if the video only airs on DTV.
- Doylestown Historical Society – Mr. Laustsen reported that this issue remains pending as he hopes to meet and/or speak with the President of the Historical Society, Mr. Abramson, concerning areas of mutual interest. Mr. Ebenbach reported on the recent email exchange he had with Mr. Abramson concerning the history of Chalfont.
- Other Projects – Mr. Peters noted that the four most recent episodes of “Walk with a Doc” are on a thumb-drive he is handing to Ms. Susten and that these same episodes are currently in the Nexus library but not scheduled to air. Doylestown Health has given approval for 3 of the 4 episodes. Approval for the March 2019 episode is expected but not yet received. Therefore, Ms. Susten can upload to the Township YouTube channel the November 2018, December 2018, and the January 2019 episodes from the thumb-drive. As previously reported, the VIA-Hospital video has been downloaded, re-rendered, placed in the Nexus library and also placed on the aforementioned thumb-drive from Mr. Peters, for airing on DTV and the Township YouTube channel. Ms. Susten should also upload that video to the Township YouTube channel. Mr. Ebenbach reported that he is pursuing obtaining a time lapse recording of the upgrades/reconstruction project that is underway at Kid’s Castle. He will report on it in future TAB meetings.
- Slides update – Mr. Ebenbach observed that perhaps it makes more sense to continue the current system at this time, making sure to update any necessary slides, and to unveil any new slide arrangement when the newbuilding opens. This makes more sense also in the change in layout to 4:3 to the new system by 16:9 and if that entails any design changes.
- Social Media – Ms. Susten reported that social media-wise, things continue to be good. A brief discussion on returning to a numerical analysis ensued. Mr. Peters volunteered to lead an exploration of a reporting method and that if this experiment proved irrelevant and/or unnecessary, that this effort be discontinued.
- Verizon Negotiations – Ms. Mason advised that there is nothing to report at this time.
- Operations – Mr. Laustsen wondered if a tour of the new building and TAB facilities was possible. Mr. Ebenbach and Ms. Mason noted there was nothing there to see at the present time as construction had barely begun inside but that further inquiries will be made and the results reported to the committee.
- Adjournment – The meeting was adjourned at 7:40 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Keith Peters