

Telecommunications Advisory Board (TAB) via ZOOM
Meeting Notes: May 11, 2020

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

Associate Members Present: Jean Laustsen, and Doylestown Township Police Office Jessica Whiteside

Quorum: Yes

Board of Supervisors Liaison: Nancy Santacecilia

Township Manager: Stephanie Mason

Special Projects Coordinator: Andrea Susten

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Minutes from 3/9/2020 meeting by Kurt Krause – unanimously approved on Motion by Mr. Peters and seconded by Mr. Zapolski.
- New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning the Community Meeting Room system issues/progress:
 - The 4/21 Board of Supervisors meeting was cablecast partially in-person and with some of the attendees by ZOOM. Mr. Ebenbach noted that he worked with AVT to install the software solution which enables a ZOOM meeting to be included as a video source. It apparently worked well. Ms. Mason noted that to prevent unwanted intrusions, in the ZOOM meeting, known as ZOOM-bombing, strict controls will continue to be applied to participants while allowing citizen participation via Ms. Susten’s manning of a phone in the public meeting room at a number provided during the meeting. ZOOM-bombing experienced in other municipalities has included trying to insert inappropriate content such as pornography.
 - Ms. Ebenbach explained that intermittent audio interruptions on Comcast seem to have been resolved by removing a particular out-of-spec video clip from the schedule.
 - The control room is currently undergoing modification to include a new computer shelf, computer equipment update, and moving video monitors and installing keyboard trays. The controls for meeting room lighting have also been moved to make them accessible.
 - The Meeting Room acoustic wall supplementation is currently postponed during the pandemic and may be done by having township employees install the panels. This is on hold at the present time.
 - Mr. Ebenbach noted there are several warranty items that are still to be addressed by AVT. Mr. Zapolski asked if the warranties are being extended because of the pandemic. Mr. Ebenbach noted these are being investigated. Ms. Santacecilia asked whether there were similar warranty extension issues on the construction of the new township building and Ms. Mason responded that these issues are being handled and that Mr. Tomko has a list of contracts subject to warranty examination.
- Programming Projects
 - Current/YTD Video Content Metrics – the metrics shows an 85.4% programming average.
 - 2020 Video planning and next steps – most on hold during the stay-at-home restrictions except as follows:
 - **Coronavirus Interviews/Vignettes** – Mr. Zapolski explained his idea of potentially recording, possibly by ZOOM if in-person recording is still impractical, individuals that will expound on how this lockdown has affected how they perform tasks. After many in TAB and the township personnel added their input, Mr. Zapolski will circulate

a list a questions that may consistently be used. Mr. Zapolski will also circulate a list of candidates. Both lists may be altered as needed. Ms. Santacecilia may be asked if the Central Bucks School District can offer particular educators to help explain home-schooling challenges. She added that there is a difference between high-school, middle school, and elementary school challenges.

- **Police Intro Video** – Mr. Ebenbach, Ofc. Whiteside, and Ms. Susten noted this is remaining in process after Mr. Peters wondered if the use of slides to enable on-the-fly updates meant that this entry should be renamed as not a video project. Mr. Ebenbach expressed that, once completed, this would still air on the channel as a video.
 - **Lieutenant retirement** – a retirement ceremony was discussed. It will most likely be done as part of a Board of Supervisors meeting with presentation of a plaque.
 - **EAC Video** – Mr. Peters reported that work continues on the Ready for 100 Project. The EAC shot a presentation this past Fall at Del Val but there was no audio. The EAC will work on their own to produce shorter segments themselves.
 - **Website tutorial** – Ms. Susten plans to pursue this initiative. She indicated that the new website has been switched-over.
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- Slides update – Ms. Susten reported that her intern has completed a draft deck of slides. She offered to bring the draft slides to the next TAB meeting. Mr. Ebenbach expressed his hope that this project is nearing an end and that the new slides may soon be put into service.
 - Social Media Status – Ms. Susten distributed the spreadsheet that showed increases in areas of people making access to Township Social Media. She and Ms. Mason noted that the numbers show an increase in posts and involvement during this pandemic. For example, the Township is close to breaking the 5,000 followers mark on Facebook with 4,537 followers as of April. This is an increase of over 500 since October of last year.
 - Verizon Franchise Negotiations – Ms. Mason indicated there is nothing from the consortium to report at this time due to the basic pause placed on everything.
 - Adjournment – The meeting was adjourned at 7:43 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Keith Peters & Art Zapolski