

Telecommunications Advisory Board (TAB)  
Meeting Notes: August 12, 2024

**Members Present:** Ed Ebenbach, Jenya Shuportyaka, Art Zapolski, and Jean Laustsen  
**Board of Supervisors:** Barbara Lyons  
**Township Manager:** Stephanie Mason  
**Assistant Township Manager:** Andrea Susten

Meeting called to order at 5:03pm.

**Public Comment:** No member of the public was present for the meeting.

**Approval of Prior Meeting Minutes:** Motion to approve the minutes from the June 10, 2024 meeting made by Mr. Zapolski, seconded by Ms. Shuportyaka. The motion carried, and the minutes were approved by the committee.

**Unfinished Business:**

- **Summer Concert Series Promos:** The promotional videos are currently running. Ms. Laustsen produces them on a weekly basis. Ms. Susten asked if the sound could be edited for one of the concert promos that had to be postponed due to rain. Ms. Laustsen advised that this could be done.
- **DART Promotion:** There have been no new developments on the project. Ms. Mason will ask her contact at DART if they have given their final approval for the script. Who would do the voiceover was discussed. Ms. Lyons volunteered together with Ms. Mason if no one else stepped forward from DART to do it.
- **EAC Project:** Mr. Zapolski stated that he filmed two videos for EAC in June and he was working on both projects. The first project dealt with the history of the pond in Central Park and the second concerned the tenth anniversary celebration for establishing the EAC Native Plant Garden in the park.
- **National Night Out Promo:** The promotional video was produced by Ms. Shuportyaka. Unfortunately, the actual event was cancelled due to rain this year and no rain date was scheduled, therefore no video is planned. Sgt Whiteside is responsible for planning the event and next year she will include scheduling a rain date in her planning.
- **Golf Outing Promo:** Ms. Lyons reported that almost all the golfing and sponsor slots have been sold therefore there is no need to do a promo. The promo will be removed from the list of videos to be produced.
- **CRC AV Planning:** The proposal has gone to the Board of Supervisors and the Statement of Work is currently being prepared. A downpayment has been made consequently the project is close to starting.

**New Business:**

- **TAB Report to Board of Supervisors:** Mr. Ebenbach is currently working on TAB's report to the Board. In the next few days, he will email a draft of his remarks to the TAB members for their comments. Mr. Ebenbach plans to show five 15 second clips of the projects the committee has been working on over the last year for a total of 75 seconds. The presentation is scheduled for the next Supervisors meeting, and it will take five minutes or less. Ms. Laustsen will edit the videos.
- **Operations:** On July 16 just before the Board of Supervisors meeting there was a storm that knocked out the Township's internet streaming capability and Verizon access TV channel 31. This left only the Comcast service operational to broadcast the meeting. Some of the Verizon

equipment was ruined and it took two and a half weeks for Verizon to replace it. The Verizon Government Access channel is now back up and running. There is also a new configuration issue with the Township's streaming capability that still has to be resolved. Mr. Ebenbach and Ms. Susten will be working in this problem next week. Fortunately, the issue with the storm did not cause a violation of the state's Sunshine Law guaranteeing transparency of the Township's governmental function.

- **Future Video Projects:** There will be a Veterans Flag Raising in Central Park on September 18. Ms. Shuportyaka will video this event. And on September 22, Mr. Zapolski volunteered to video the Food Truck event.
- **Next Tab Meeting:** The committee agreed that the next meeting will be held on Wednesday October 9. The change in date and time was due to a scheduling conflict with the annual golf outing on October 7 and Columbus Day on October 14.

**Meeting Adjourned: 5:43pm**

Respectfully submitted by: Arthur Zapolski, Vice-Chairman