

**TELECOMMUNICATIONS ADVISORY BOARD**  
**Meeting Minutes**  
**September 12, 2011**

**In Attendance:** TAB Members Ed Ebenbach, Joe Salvati, and Kurt Krause, Chairman. Supervisor Liaison: E. Thomas Scarborough Board of Supervisors Liaison, Board of Supervisors Member Rick Colello and Staff Liaison: Sandra Zadell, Assistant Township Manager.

**Minutes:** On a motion made by Mr. Ebenbach, seconded by Mr. Salvati the minutes from the August 1, 2011 meeting of the TAB committee were approved as amended.

**Comcast:** Mrs. Zadell shared a newsletter that the Township received from Comcast with the members of the TAB Committee.

Mr. Ebenbach stated that we are going to need two more digital boxes in preparation for Comcast getting rid of their analog signal completely in October. Mrs. Zadell will check with Comcast to see if we can get those two additional digital boxes.

**Verizon:** Mrs. Zadell reported that the Independent Film Channel was changed in the lineup.

The committee then reviewed the Budget. Mr. Ebenbach reported that there were a lot of purchases in the month of August through September.

The audio compressor has been installed and is very effective. Mr. Krause and Mr. Ebenbach both stated that we didn't receive the Nexus Raid Disc yet from VGA, Mrs. Zadell will check with them on that.

Mrs. Zadell also reported that all the music was purchased and downloaded from the site that Mr. Salvati recommended and it is definitely going to be helpful for the future making videos.

Mr. Ebenbach reported that the new floor mike is now ready to be in operation at board meetings.

Mr. Ebenbach also reported that a new router was purchased and installed and now we have a more stable network for the TAB room. He moved the audio monitoring project to 2012.

Mr. Kraus reported on IQM2 situation, they have installed the encoder and is working on getting everything ready to go live with IQM2. Mr. Krause stated that the board should consider a display for the encoder in case we need it. We may need to purchase an extra monitor.

Mr. Ebenbach reported that the lectern project is still in the works for 2011 and that Rick Schea who is going to be creating the lectern said that he will have more time to work on it in November.

The committee reviewed the 2012 Budget. Mr. Ebenbach highlighted that there was an increase in pricing for the Verizon Fios service of \$6 per month, but there is not much the TAB board can do about it. Mr. Krause suggested that for the 2013 Comcast negotiations we consider trying to get an internet access line in there for the franchise agreement.

The committee also discussed purchasing a new camera for the meeting room; it may be time to start updating the items we have in the meeting room and each year building in updates to cameras for the next few years.

The use of a lawyer was discussed for franchise negotiations, Mrs. Zadell presented a packet of information that one lawyer had sent to us. Mr. Ebenbach will take that home and review it to see if we want to invite the Cohen Group for a free assessment.

Mr. Ebenbach reported on the projects that he and Mr. Krause have been working on this month. The IQM2 stuff was all installed, there is a little bit of an issue with the remote access but they have fixed it now. They reported that the trainings will be taking place this Thursday and Friday and that for the 2012 or 2013 budget we will need to look at purchasing a PC for indexing, a laptop that can be used by the minute taker.

Mr. Salvati had an idea to record the training sessions and he will be prepared to do that.

The Board discussed operational issues in the control room, there really were not any, and moved on to programing. Mr. Salvati reported that the list of pictures we need for the moments piece has been forwarded to the Spruance Library we are awaiting information from them on that.

Mr. Salvati also asked that we post the Kids Castle video since it has been approved with a bulletin board power point slide introducing the video. Mrs. Zadell will accomplish that in the month of September.

Also discussed was the video that the Senior Task Force had submitted on Heart Health. Mr. Krause suggested that an intro be included and the video approval form still needs to be completed for that video. Mr. Ebanbach needs to give his approval.

The video approval forms still needs to be converted to a form that can be saved and all of the items need to be switched from drop down menus to radio buttons so that the form will be able to be filled out on line or paper and pencil mode.

Mr. Ebenbach still needs to install the power director upgrade on the TAB computer; this is on his list of things to do.

The next meeting of the TAB Board will be October 3, 2011 @ 7PM, Mr. Krause may be away, they may need to move the meeting and this will be discussed in an email this month.

On motion of Mr. Salvati, seconded by Mr. Ebenbach the TAB Board adjourned at 8:15pm.