

**TELECOMMUNICATIONS ADVISORY BOARD**  
**Meeting Minutes**  
**December 5, 2011**

**In Attendance:** Chairman, Kurt Krause, TAB Members, Ed Ebenbach and Joe Salvati and Staff Liaison Sandra Zadell, Assistant Township Manager.

**Minutes:** On a motion made by Mr. Ebenbach, seconded by Mr. Krause the minutes from the November 7, 2011 were approved.

Mrs. Zadell presented the Comcast update she show the TAB Board a newsletter that they had sent out, they also discussed the Verizon channel changes. Mrs. Zadell reported that we did receive a Verizon grant for \$6,700 approximately as part of the franchise agreement. The grant money will be put into a Capital Account for TAB and it can be used for Capital Spending which means that you can save it from year to year.

The TAB Board discussed a long term replacement plan of the cameras possibly moving to HD cameras etc. Basically they will have a lot of uses for the grant and in 2012 will be looking to be making a decision on how they should spend some of it.

The committee reviewed the FCC Annual Report that was tabled to next month.

Mr. Ebenbach presented a 2011 budget review; he figures that at the end of the year the balance in 2011 will be \$95.40. He asks that Mrs. Zadell check with the finance department to see what the shipping cost was on the Nexus repair.

The TAB Board then reviewed the 2012 budget projects review; there was a handout from Mr. Ebenbach about ideas on how they should spend their 2012 funding.

The Committee reviewed the Comcast 2013 renewal for the franchise agreement, this was tabled.

The Committee reviewed the projects and initiatives that they have been working on lately. Mr. Krause reported on the Google analytics; it seems that there is a constant stream of users utilizing the web streaming it is around 20 – 30 participants which is a good start.

Mrs. Zadell mentioned that there have been some issues with the IQM2 process of posting of agendas and minutes, she will need to call IQM2 and talk about the Minute Traq experience and see if there is a better way for us to handle utilizing the user interface.

Mr. Ebenbach and Mrs. Zadell also reported that there is an issue each meeting with the encoder not working properly when they try to utilize it. One idea could be that Mrs. DelGaudio's computer went to sleep in the middle of the encoding and there could also be a problem with the encoder or a computer connection.

Mrs. Zadell and Mr. Ebenbach will watch the December 20<sup>th</sup> meeting to watch for problems and see if it gets better.

Mr. Ebenbach believes that the encoder is stable and it could be the network or the computer that is the problem.

Mr. Ebenbach reported on the cabling project, they wired all the new cables, labeled and diagramed the video and audio in the cabinet which is a huge accomplishment.

Mr. Ebenbach also reported that the VGA converter is here and just needs to be installed.

Mr. Ebenbach said that we haven't really made any new progress on overlays, we have 13 standard overlays but we need to still get rid of the Board of Supervisors names that are hanging on paper, utilize the overlay to show Board of Supervisors members when they are speaking and their names.

Mrs. Zadell needs to update the DTV Logo so that the background of the logo makes the logo appear more visible on the overlay, she will work on that this month.

The last thing Mr. Ebenbach reported was that operationally it is a little difficult to make all of the items that are on the screen work when you are operating the Government Access channel, there are several different things that need to be open at once, it may be easier if we had another screen.

The committee then discussed the programming element to the channel, there are two from Doylestown Hospital that we need to have posted. Mr. Salvati brought up the point that we should probably see if we need a medical disclaimer posted on the channel before the videos are aired. Mrs. Zadell will check with Stephanie Mason.

Mr. Salvati reported on the Moments in Time project, he has 3 rough edits done of the 5 of the total people that have been interviewed. The Committee decided that it would be great if Mr. Salvati could bring one of the rough edits to the January meeting for the TAB Board to watch, he said that he would do so.

On motion of Mr. Ebenbach, seconded by Mr. Salvati the meeting adjourned at 8:55pm.