

**TELECOMMUNICATIONS ADVISORY BOARD**  
**Meeting Minutes**  
**February 6, 2012**

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

**Minutes:** On a motion made by Mr. Krause, seconded by Mr. Ebenbach, the TAB Committee approved the amended minutes from January 9, 2012.

The TAB Board reviewed the Comcast FCC Annual Report; Mr. Ebenbach reported that the report states the calculation of people that are on basic cable service in Doylestown Township based on nationwide averages. It states that there are 8,694 Comcast basic subscribers in Doylestown Township. Mrs. Zadell commented that that is interesting since we only have 6,000 households.

Mr. Ebenbach also reported on the Cohen Law Group, Franchise Fee Audit and Legal Assessment offer. Mr. Ebenbach suggested this offer could identify potential source of revenue but at this time the TAB Board feels that they need to do more research before inviting the Cohen Law Group to present.

Mr. Ebenbach also reported that we need to replace the small Comcast wall monitor in the TAB room. The current monitor burned out and they need a new one. The replacement is estimated to cost \$59.99.

Mr. Salvati suggested that it might be a good idea to use a timer that would turn the monitors on and off each day to extend their life.

On motion of Mr. Krause, seconded by Mr. Ebenbach the TAB Board voted to replace the monitor for \$59.99. The motion passed.

Mr. Ebenbach also presented his recommendation on the lectern project as designed by Rick Schea. The design included a LCD computer and screen that is inset and covered with glass. The total cost for the equipment and the lectern, including the computer is estimated to be \$1,545; the lectern without a computer, \$760. The lectern also includes dual microphones on each side of the lectern to improve the audio sound and so that in the event of two presenters each speaker would have their own microphone.

There are several different options for financing this project. One of the issues is that the TAB Board feels that they shouldn't be responsible for funding furniture for the public meeting room.

Mr. Ebenbach outlined three options:

1. The TAB Board pays for the total estimated lectern cost of \$1,545.

2. The TAB Board pays for equipment only and asks the Township to cover the furniture cost which would total \$955 from the TAB Board and \$590 from the Township
3. Create a lectern without a computer: the entire project cost is estimated to be \$760 with funding assumed by the TAB Board so that the project can proceed and follow-up investigation on if the township would fund \$490 as furniture cost.

Mr. Salvati asked if there was any way to approve the motion now and then possibly make changes to it in the future. For example, changing the design of the podium to include wheels that lock or maybe changing the top. Mr. Salvati has some ideas regarding lectern design that he would like to email to Mr. Ebenbach before the construction of the lectern begins.

On a motion made by Mr. Ebenbach, seconded by Mr. Krause the TAB Board decided to proceed with option 3. The motion passed.

The TAB Board continued their discussion on equipment purchases and discussed a second monitor for the TAB computer that Mr. Ebenbach and Mrs. Zadell use to operate the Government Access Channel. As has been discussed in many meeting operations are difficult and error-prone with only one monitor. Mr. Ebenbach presented a monitor and stand that we can purchase for an estimated \$275.

On motion made by Mr. Salvati, seconded by Mr. Krause the TAB Board voted to approve the purchase of the second monitor and stand for the control room.

The TAB Board then discussed the encoder screen and a tray in the equipment rack for the associated keyboard and mouse. The estimated total cost for this project is \$269.45. The TAB Board decided to keep this item in the 2012 budget to be voted on later, in order to make sure that web streaming is continued before they make the purchase.

The TAB Board reviewed their overall 2012 Budget, with the discussion focusing on the one-per-year camera replacement item. The Board discussed the technical trend towards 16:9 HD ratio versus our current 4:3 SD ratio cameras and whether or not we will need to consider upgrading to new HD cameras in the next few years. Mr. Ebenbach said that he would check with different broadcast companies to see how they handle distributing both formats, and how they have handled the transition.

Mr. Krause shared his presentation for the Board of Supervisors meeting next week. Mr. Salvati had a couple of comments, the first to add the Kids Castle programming and the Doylestown Hospital programming to the presentation. He also asked to add something about exploring new revenue sources using the channel facilities and sponsorship for programs. Mr. Krause said that he would incorporate those changes.

Mr. Ebenbach discussed the 2013 Franchise Fee renewal negotiations with Comcast. He will circulate an email to learn what items everyone suggests we seek in the upcoming franchise renewal negotiations.

Mr. Krause reported that IQM2 had a system upgrade on January 21<sup>st</sup>, they are hoping that maybe the issues that Mr. Colello viewed previously on the web streaming product was just a fluke and now that the upgrade is in place that issue will be worked out.

The TAB Board reported that the new VGA converter used at the Board of Supervisors meeting tomorrow night (2/7/12) for the first time; we will see how well it works.

Mr. Salvati mentioned that he would still like to create a short video to be played on DTV promoting the utilization of our web streaming service hosted by IQM2. It would serve as a commercial to get people using the IQM2 site and benefit from its capabilities.

The Board then viewed a screening of Crawford Maxon, Moments in Time.

The committee adjourned at 9:10pm.