

Telecommunications Advisory Board
Meeting Notes: December 8, 2014 at 6:30 p.m.

Board Members:

Present: Ed Ebenbach, Kurt Krause and Joe Salvati

Absent: None

Quorum: Yes

Others Present:

Supervisor Liaison: Ken Snyder

Supervisor: Rick Colello

Special Projects Coordinator: Sam Bryant

Regular Guest and contributor: Keith Peters

Proceedings:

- Meeting called to order at 6:35 p.m. by Chair, Ed Ebenbach
- Review and approve minutes from the 11/10/2014 TAB meeting

On a **MOTION** made by Mr. Krause, seconded by Mr. Salvati the TAB minutes were approved unanimously.

- **TAB Resolution letter to Board**

Mr. Ebenbach reported that he sent a letter to the Board of Supervisors recommending that they increase TAB's membership from three to five, each with staggered three year terms, and that it be made permissible to recruit those members from the surrounding geographical region even if not from within the Township. The letter explained that the changes have been recommended to help TAB meet widened operational responsibilities and to improve TAB's ability to recruit members having the requisite skill sets.

Additionally, Ms. Mason reported that the Township Solicitor saw no problem with widening the permissible recruiting region.

The Board appeared to be favorably disposed to the recommendation, and directed the Solicitor to draw up the requisite Resolution for approval in a future meeting.

- **Comcast Franchise Renewal update:**

Mr. Ebenbach reported that the Township has prepared a response to Comcast's counter offer, and will send it shortly.

- **Meeting Schedule for 2015**

The group unanimously agreed to hold their 2015 meetings on the second Monday of each month at 6:30 pm, with the exception of the October meeting which will be on the first Monday at 6:30 pm (10/5) to avoid a conflict with the Columbus Day holiday.

- **2014 Projects/Spending**

- **Review progress in achieving 2014 spending priorities:**

Mr. Ebenbach presented a report which showed

- year-to-date spending to be \$655.04
- further existing commitments of \$1,730.87
- a budgeted intention to bank \$4,500 at year's end

This left a \$614.09 unused balance from TAB's \$7,500 budget.

Mr. Krause then made a **MOTION** to add \$500 from the surplus to the \$4,500 and bank \$5,000 at year's end. This was seconded by Mr. Salvati and was

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approved unanimously. Mr. Ebenbach reported that this action would bring TAB's banked funds to about \$14,000.

○ **Emergency Management network reconfiguration:**

- Mr. Ebenbach reported that although the network reconfiguration has been completed, a recent Comcast partial failure (mid-system Comcast failure while local loop stayed alive) did not trigger the Township network to fail over to the alternate Verizon connection. Mr. Krause added that these partial failures are in fact much more common than full system failures and that this points out the need to have procedures in place and personnel trained to recognize these situations, and to know what to do to manually switch over to the alternate network when required. Mr. Krause and Mr. Ebenbach will work on providing such instructions to designated Township staff members.
- Mr. Bryant also reported that he has had trouble accessing the WebNexus service from inside the Township network. Our analysis of this shows it to be an artifact of the particular reconfiguration that was performed on the Township router. We have provided Mr. Bryant with a number of viable workarounds to ease this problem.
- Lastly, we are aware that once a Comcast outage occurs, the Township's internet access will swing over to utilize the Verizon portal, but that there may be some ancillary access to the network that still may not work. **Next Steps:** Mr. Ebenbach has continued to work with **Mr. Ron Rossi**, the Township's independent outside IT contractor, to identify those items that may not function properly during a Comcast outage at the Township, and then to develop a proposal regarding what additional steps might need to be undertaken to keep these items alive during the outage.

○ **New Scheduling plan:**

Mr. Bryant presented a theoretical schedule utilization plan which would be used to give structure and consistency to DTV's daily program schedule. This guideline will help us set priorities for working to obtain those types of program videos we most need, and the consistency of schedule will help us to more readily market the DTV product to the viewing public.

A laundry list of other items was discussed generally as part of this portion of the meeting including:

- Whether or not to combine the EAC and Stormwater categories – consensus was “no”
- The need to develop an understanding of who is likely to watch the channel at what times – when would particular types of programming draw the largest audience. No resolution.
- The use of overlay and crawl capabilities to brand/identify programs while they are playing. Possible – not tested.
- How to use the program guide capability more effectively. No resolution.

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- **Programming:**

- **DVD of “Anonymous People” Submitted for approval:**

Mr. Bryant reported that Ms. Mason had reviewed the video and found it to meet the terms of the township’s Channel Use Policy. After a spirited discussion, TAB approved the program to be shown on the channel with two “yesses” and one abstention.

- **Hammerstein Video**

Given the contentious land development proposal being made concurrently for the Hammerstein property, consideration of this submission was tabled.

- **Bike & Hike videos:**

- No report was given regarding the video footage captured during the Trail Awareness Event.
- Mr. Salvati reported that the Bike and Hike committee has come up with the idea of monthly interview format shoots in which individual committee members discuss sections of the trail which would be supplemented by stills and video which are captured following the interview and edited into them. Mr. Ebenbach agreed to contact Judy Hendrixson and Lynn Goldman in 2015 to keep this initiative going. Five members have signed up to participate.

- **Traffic videos:**

Interview shoot featuring the Chairman of the Traffic Advisory committee, the Chief of Police, and the Traffic Engineer is scheduled for December 11.

- **Police videos:**

Mr. Salvati reported that the Sgt. Ziegler interview about establishing a Neighborhood Watch program in the community has been shot and is airing on DTV. He also indicated that Sgt. Breslau has a PowerPoint presentation that focuses on educating parents about the drug problems in our area. Mr. Ebenbach has obtained a copy of that presentation to review and assess its usefulness in creating a program for DTV to accompany Anonymous People.

- **Editing/EAC Activity:**

Mr. Bryant reported that he and the Chair of the EAC are in the midst of reviewing both new videos and library videos. They plan, once finished to get EAC committee approval and a plan for how to keep the EAC offerings on DTV “fresh”.

- **Moments-in-Time activity:**

Mr. Ebenbach reported that he still has not had time to make progress on developing a time recording app that will be used to mark up the footage to find sections that can be clipped and used as-is.

- **Current Video Content Metric:**

Mr. Ebenbach reported that the current content metric is at 58.1% up slightly from 55.7% a month ago (due to BOS meeting length).

- **Social Media footprint expansion**

Mr. Bryant’s monthly reports continued to show an increase in the Township’s Facebook Like and Twitter Follows.

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- **Operational Issues / Control room**

It was reported that performance continues to be stable without issue, with Mr. Bryant and Ms. Finley as the principal Township system operators.

- **Personnel Matter:**

In that this was Mr. Salvati's last TAB meeting, Mr. Ebenbach and Mr. Krause thanked him for his five years of service and for his continued interest in the DTV service, and wished him well in his future endeavors.

- **Adjournment:**

On a motion made by Mr. Ebenbach and seconded by Mr. Krause the committee adjourned at 8:40 p.m.

Minutes respectfully submitted by Ed Ebenbach