

Telecommunications Advisory Board
Meeting Notes: January 12th, 2015 at 6:30 p.m.

Board Members:

Present: Ed Ebenbach, Chairman, Kurt Krause, Member, and Keith Peters, Member

Absent: None

Quorum: Yes

Others Present:

Supervisor Liaison: Ryan Manion

Supervisor: Ken Snyder

Township Manager: Stephanie Mason

Special Projects Coordinator: Sam Bryant

Proceedings:

- Meeting called to order at 6:30 p.m. by Ed Ebenbach
- Mr. Ebenbach welcomed Ms. Manion, new Liaison and Mr. Peters, new Member.

Mr. Ebenbach passed the chair position to Ms. Mason for the 2015 re-organization process. Mr. Krause nominated Mr. Ebenbach which was seconded by Mr. Peters. Mr. Ebenbach's appointment as Chairman for 2015 was approved unanimously.

- **Review and approve minutes from the 12/08/15 TAB meeting**

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

- **Meeting schedule for 2015**

Mr. Ebenbach reviewed the previously approved 2015 TAB meeting schedule which has the meetings scheduled to be 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. The TAB Board members, Supervisor Liaison, Township Manager and Special Projects coordinator confirmed that the schedule remained acceptable.

- **Major Projects / Spending**

- **2014 Projects/Spending**

Mr. Ebenbach presented a report which showed

- year-to-date spending to be \$939.90
- an additional invoice pending for \$1,600 (new iQM2 Encoder)
- a budgeted intention to bank \$4,900 at year's end which includes an additional \$400 from the previous update.

This left a \$68.10 unused balance from TAB's \$7,500 budget.

Mr. Krause then made a MOTION per Mr. Ebenbach's recommendation to accept adding \$400 from the year-end surplus to the \$4,500 and bank \$4,900 at year's end. This was seconded by Mr. Peters and was approved unanimously. Mr. Ebenbach reported that this action would bring TAB's banked funds to about \$14,000.

- **2015 Budget**

- **Nexus repair proposal**

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Mr. Krause noted a recommendation from Leightronix support that the recent issues with the Nexus operations were likely due to an aged memory card. In addition, the Nexus fans were starting to make noise. The last service for the fans was about 3 years ago under warranty and the memory was never serviced. Mr. Krause made a motion that the Nexus be sent in for maintenance for a fee of \$300.00 with a 2 day return shipping option of \$100. In addition, the outbound shipping would be covered by the TAB budget. The motion was seconded by Mr. Peters and unanimously approved.

- **Microphone proposal**

Mr. Ebenbach reviewed the CBRAT intention to record meetings at off township site locations using a camera they procured. Mr. Ebenbach noted the need for clear audio to achieve acceptable program quality. Mr. Ebenbach reviewed options to utilize existing microphones along with the risk of damage and time required to un-install and then re-install the devices. Mr. Ebenbach also noted the need at times for an extra microphone at Board of Supervisor and other meetings. Mr. Bryant will look into purchase options and the microphone has an estimated cost of about \$250.00.

- **Emergency Management network reconfiguration:**

Mr. Ebenbach provided a brief update and noted he 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.

- **2014 / 2015 Draft Report to Board of Supervisors**

Mr. Ebenbach reviewed a draft presentation for the next BOS meeting where he will be providing an update on TAB's 2014 accomplishments and 2015 objectives. The board provided recommendation as input to finalizing the presentation.

- **Comcast Franchise Renewal update:**

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

- **Programming:**

- **PSATS Award and Video Submission feedback**

Mr. Bryant announced Doylestown Township Roving Reporters received a 1st place award for Cable TV Channels/Programs. Feedback on the other submissions was also reviewed.

- **DVD of "Anonymous People" Submitted for approval:**

Mr. Ebenbach reviewed the plan to enable the DVD for playback when the Nexus returns from maintenance.

- **Hammerstein Video**

Remains tabled.

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- **Bike & Hike videos:**

Mr. Bryant reviewed that the Bike and Hike committee has been successful in creating some video with plans to create more.

- **Traffic videos:**

No update on progress of traffic videos.

- **Police videos:**

No update on police videos.

- **Editing/EAC Activity:**

Mr. Bryant reported a list of possible videos under review for the EAC hour and additional opportunities to create programming.

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

Mr. Ebenbach reported that this item remains on plan for a future time.

- **Current Video Content Metric:**

Mr. Ebenbach reported that the current content metric is at 56.1% down slightly from 56.8% 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. Mr. Bryant noted the December 16 event resulted in a 7% to 8% increase in Twitter traffic.

- **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.

- **Adjournment:**

On a motion made by Mr. Ebenbach and seconded by Mr. Krause the committee adjourned at 8:15 p.m.

Minutes respectfully submitted by Kurt Krause