

Telecommunications Advisory Board (TAB)
Meeting Notes: December 12th, 2016

Board Members:

Present: Ed Ebenbach, Chairman, Kurt Krause, Member, David Laustsen, Member, Keith Peters, Member, and Arthur Zapolski, Member.

Quorum: Yes

Others Present:

Township Manager: Stephanie Mason
Supervisor Liaison: Ryan Manion

Guests: None

Proceedings

- **Meeting** - called to order at 6:30 P.M. by Mr. Ebenbach.
- **Review and approve minutes** - from November 14, 2016 TAB meeting. The minutes were approved unanimously with some changes noted and agreed.
- **2017 Meeting Schedule** – Unanimously approved for 6:30PM on 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/10, 11/13, and 12/11.
- **DTV Programming/Programming Projects**
 - Proposal for Slide redesign** – deferred until January.
 - Expanded Reach** – Mr. Zapolski raised the issue of how current the videos in the DTV programming library are, and whether there was any set procedure for periodic deletion or cleansing of expired programs from the library. The group agreed to further consider and discuss this issue in the future. Mr. Ebenbach suggested that programs on the township YouTube channel should be re-titled to something more informative than the current category and date format, so that the title reflects the content of the program. Mr. Ebenbach used a handout using the Senior Taskforce series as an example. Mr. Peters believes he can take care of this issue, and volunteered to make the changes. As to the programs that still need to be uploaded to the YouTube library, Mr. Krause volunteered to assist in equipping Mr. Peters to do so remotely. This technique was discussed in detail and met with approval of all in attendance
 - Opioid Meeting Video** – Mr. Laustsen mentioned that it was essentially completed after a few minor corrections were made.
 - Videos waiting approval** – none
 - PSATS Communication Award Submission** – no word yet
 - Current Video Content Metric** – Mr. Ebenbach distributed the spreadsheet that shows 82.8% of available programming time is filled on DTV with video programming. The remaining time is used by the slides.
- **Social Media status** – deferred.
- **Operational Issues/Control Room:**
 - Audio problem at 12/6 BOS Meeting** – Mr. Ebenbach reported that there was a technical problem at the 12/6 BOS Meeting resulting in no audio for the first 5 minutes of the broadcast and recording. He reported that this was addressed in the meeting playbacks with a preceding slide explaining the momentary lack of audio. Mr. Krause also added a crawl across the bottom of the screen during this outage for the beginning portion of each replay to further inform viewers of the audio problem.

Meeting Room Hearing Problems Letter – Mr. Ebenbach led a discussion of ways to address a resident’s hearing issue in the public meeting room as described in a letter sent by that resident to the Chairman of the Board of Supervisors. Various approaches were discussed, both for the current building, and the renovated building. The group unanimously approved an expenditure of not more than \$200 to address this problem in the current building, as moved by Mr. Peters and seconded by Mr. Krause. Mr. Ebenbach will respond in writing to the BOS Chairman. There may need to be further discussions with the resident concerning this issue, and Mr. Ebenbach volunteered to handle this if it is needed.

- **Other Projects/Spending** – Mr. Ebenbach reported that we are on track for the year, and will have spent approximately \$2,500 including the above-authorized audio equipment. Mr. Laustsen asked whether he would be able to submit for reimbursement of the videotapes he used as part of TAB projects. It was explained that receipts would need to accompany any request for reimbursement. To the extent that any of the \$200 budgeted for the hearing solutions being investigated remains, that portion is authorized to reimburse Mr. Laustsen for receipts produced for 2016 expenditures.
- **Other topics** – Mr. Ebenbach reminded everyone that TAB’s practice in recent years has been to send a portion of their budgeted and unspent funds to a specified bank account for safe-keeping, in anticipation of the need to purchase a replacement equipment system when the current system reaches end-of-life. Upon motion by Mr. Krause, seconded by Mr. Laustsen, it was approved to send \$5,000 to this account.
- **Adjournment** – The meeting was adjourned at 7:38 PM on a motion made by Mr. Peters and seconded by Mr. Laustsen.

Meeting Notes respectfully submitted by Keith Peters