

Telecommunications Advisory Board (TAB)  
Meeting Notes: April 12, 2017

**Board Members:**

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

Quorum: Yes

**Others Present:**

Township Manager: Stephanie Mason  
Special Projects Coordinator: Autumn Canfield  
Township Director of Operations: Dave Tomko

**Proceedings**

- **Meeting** - called to order at 6:32 P.M. by Mr. Ebenbach.
- **Welcome to Guests**
- **Review and approve minutes** - from March 13, 2017 TAB meeting. The minutes were approved unanimously as amended.
- **Temporary Move Project Plan** – Mr. Tomko reviewed the plans for temporary trailers to accommodate the Township Staff and Police during the main building reconstruction estimated to take approximately 18 months. The current plan has the trailers available for set up end of July. Mr. Ebenbach reviewed key considerations in planning and setup of the new space to accommodate the location of the channel equipment and the cameras-audio for the recording of Board of Supervisor meetings. The first to-do is to nail down the configuration requirements of the new space.
- **New Building/System Upgrade Project** – Mr. Tomko presented the tentative audio/visual room plans in the new building. Mr. Ebenbach commented that the general space is sufficient with an action to confirm the positioning of the door and layout is adequate by April 21.
- **Time-Lapse Camera project** – Mr. Krause reviewed the time lapse camera options. The lowest cost is an outdoor wifi camera contingent on the distance, availability of power and wifi or a network connection. Mr. Krause will research streaming options in addition to the time lapse option. The project would involve updates to the website and should plan to be operational by August of this year.
- **DTV Programming/Programming Projects**
  - CAP Video** – Mr. Zapolski reviewed a video outline for the Doylestown Civil Air Patrol (CAP) Squadron 907 video. The purpose of the video is to explain the mission and benefits of the Doylestown CAP for youth and adults in Doylestown. The first video is planned to be a 10 minute video with most of the filming to be obtained at the May 20<sup>th</sup> CAP Squadron 907 open house. The board agreed the plans look great and for Mr. Zapolski to proceed.
  - Doylestown Health DTV initiative** – Mr. Laustsen reviewed he attended the ground breaking of the new Pine Run facility with a number of great residents interview for upcoming video. Mr. Laustsen indicated they are pretty close to wrapping this up and completing the video.
  - Building Project Video** – Mr. Ebenbach reported how encouraging the results of the meeting in support of scripting and creating a building video. There are follow-on meetings on May 22 and April 21 to advance this project.
  - Bicentennial Committee Update** - Mr. Zapolski reported a summary of results from the March 11 committee meeting with another meeting scheduled for next week. Mr. Ebenbach suggested the opportunity to use Moments in Time video to create a supporting video for the Bicentennial as a

potential project.

**Recording media** – The board approved Mr. Ebenbach purchase three 32GB SD cards for use in Township camcorders with a cost of about \$44.

**Website videos (KP)** – Mr. Peters reported that he completed the list of content. Mr. Peters asked for guidance on if he should upload old videos. The board agreed it was prudent to prune old and out of date content.

**Videos waiting approval** – The March 2017 Senior Taskforce meeting video requires resolution of the table noise. Mr. Peters will work on improving the audio.

**Other Video Projects** – Mr. Laustsen proposed a motion that the TAB standardize on Final Cut Pro for the standard editing software. The motion was seconded and then tabled for further evaluation.

**Proposal for Slide redesign** – deferred

**Current Video Content Metric** – Mr. Ebenbach distributed the spreadsheet which showed that 73.4% of available programming time is filled on DTV with video programming which is down slightly from last month. The decrease is primarily due minor changes in programming and a shorter Board of Supervisors meeting.

- **Social Media Status** – Ms. Canfield indicated we are still doing well with an increase on social media due to the Police use of crime watch and the storm this past month.
- **Budget** – Mr. Ebenbach reported that the TAB equipment account is up to approximately \$60,000, which will be applied to the purchase of a new equipment system for the new building. It also matches the amount originally estimated in TAB's multi year equipment refresh plan.
- **Verizon renewal** – Ms. Mason reviewed the survey pertaining to the Verizon Franchise renewal project for the Bucks County Consortium. Ms. Mason will complete the survey with the input from the discussion.
- **Operational Issues/Control Room:**
  - **iQM2 Encoder issues** – Mr. Ebenbach reported no issues with the last meeting.
  - **Audio level compressor** – no issues reported
  - **Overlay generator** – Mr. Ebenbach noted more issues with the overlay generator after we thought the issues were resolved.
  - **Operations Personnel** – Mr. Ebenbach noted again that there are very few people trained to operate the equipment used for televising the Board of Supervisor meetings and that additional trained personnel are needed.
- **Adjournment** – The meeting was adjourned at 8:26 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Kurt Krause