

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

Board Members:

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

Quorum: Yes

Others Present: Special Projects Coordinator: Autumn Canfield
Supervisor Liaison: Ryan Manion
Township Director of Operations: Dave Tomko

Guests: Jean Laustsen – long-time contributor to the TAB efforts

Proceedings

- **Meeting** - called to order at 6:30 P.M. by Mr. Ebenbach.
- **Welcome Guests** – All guests were welcomed.
- **Social Media** – Mr. Ebenbach opened the discussion by summarizing release of information regarding the early June escape by a prisoner from the custody of Bucks County officers. The escape happened at the edge of the township near the Bristol Road and Lower State Road intersection. Ms. Manion repeated comments she had made at the June 6 Board of Supervisors meeting on this topic. She felt that it would have been preferable, and of more comfort to the residents if the Township had communicated more detail earlier and more frequently during the event. She noted that in today's world, many people rely on social media more than they rely on limited access resources such as the Township's Google group. Ms. Manion agreed to hold additional discussions with relevant township resources, and Mr. Ebenbach will arrange to contact surrounding municipalities to see how they are able to get better and timelier information to enable rapid responses. A question concerning why the Ready Bucks system did not broadcast this warning and/or was not activated was raised but not answered.
- **Review and approve minutes** - from May 8, 2017 TAB meeting. The minutes were approved unanimously upon a motion was made by Mr. Peters and seconded by Mr. Laustsen.
- **Time-lapse Project** – Mr. Ebenbach displayed the camera recently obtained by Kurt Krause, and discussed significant items that are still needed to proceed with this project. Upon motion by Mr. Peters and seconded by Mr. Laustsen, unanimous approval was given to spend TAB funds in an amount not to exceed \$600 total for this project. Included in that motion was reimbursement of monies Mr. Krause has already spent in the amount of \$164.57.
- **Temporary Move Project Plans** – Mr. Tomko stated that the trailers are now on site (on the basketball courts). He expects them to be ready for initial TAB move-in by mid-July. Mr. Ebenbach noted that there are some differences (i.e. no PA system in trailers) that will alter our system design. He also noted that moving the rack and network resources will be difficult, and went on to say that he anticipates that he and Kurt will need to devote significant time over the next couple months and that the township government access channel may be off the air for several days.
- **New Building System / Equipment Upgrade** – deferred
- **DTV Programming/Programming Projects**
 - Building Project Video** – Ms. Laustsen reported a draft has been uploaded and a link to that draft has been emailed to Mr. Ebenbach, Mr. Zapolski, and Mr. Peters. Mr. Ebenbach noted that this project has been nicely and timely accomplished, and is approaching completion.
 - CAP Video** – Mr. Zapolski stated that most of the primary video has been shot. Some of this required multiple visits as not all guests were available on the open-house date. Mr. Zapolski indicated that if everything proceeds according to plan, he hopes to have a video available for preview by Fall. He noted he will be away in September.

Doylestown Health DTV initiative – Ms. Laustsen noted that significant work may need to be done including reshooting some segments that were too fast for proper use and additional discussion may require further communications with Ron Watson at Doylestown Health.

Bicentennial Committee – Mr. Zapolski, vice chairman of that committee, noted that at a recent meeting, three 2018 events were approved:

- a Geil lecture/discussion at DelVal University
- a meal at the Oscar Hammerstein residence
- and a Veteran Appreciation day at the Central Bucks Senior Center

Mr. Ebenbach led a discussion on how to best capture these and other significant events, such as the wrecking ball event for the existing building in Fall 2017.

Video awaiting approval – Mr. Peters relayed that the hospital has approved the April and May 2017 Walk with a Doc videos. Both have been loaded to the Nexus library and uploaded to the township YouTube channel. In addition, the May 2017 Senior Taskforce meeting, recorded by Mr. Ebenbach, was edited, placed in the Nexus library, and uploaded to the township YouTube channel. A brief discussion was held concerning future microphone choice and audio.

Other Video Projects – Mr. Peters reviewed his visit to the Bike and Hike committee meeting, though no action has been seen from them so far. A discussion ensued of the desire to get other committees to obtain new video content to expand the current library, to produce video themselves that relate to their committee goals, and to visit the township website to see things like the Who We Are series on their respective committees. Mr. Peters also re-visited the Welcome Wagon concept raised by Mr. Zapolski. He also brought forward the concept that the committee could see if there are other “roving reporter” like video producers (i.e. schools). Mr. Laustsen raised the Allentown PBS station and Mind TV as examples. Ms. Laustsen wondered whether the new theater group could be interviewed.

Proposal for Slide redesign – deferred

Current Video Content Metric – Mr. Ebenbach distributed the spreadsheet that shows 79.1% of available programming time is currently filled on DTV with video programming. The remaining time is used by the slides. This compares to 67.1% on the previous report and the increase is primarily due to the longer Board of Supervisors meeting.

- **Social Media status** – Ms. Canfield reported the numbers.
- **Reimburse for Contact Sheets** – A motion by Mr. Laustsen, seconded by Mr. Zapolski, was unanimously approved (Mr. Peters abstained) to reimburse Mr. Peters in the amount of \$45.71 for the cost incurred in copying the color contact sheets used to decide upon which of Art's photos to use in the building video.
- **Operational Issues/Control Room:**
 - **Sound System Performance** – Mr. Ebenbach explained that the hum/clicking present in the June 6 Board of Supervisor meeting video is most likely due to a wiring problem in the rack. He will research this issue further.
 - **Operations Personnel** – Mr. Ebenbach noted that a new employee has been trained to operate the equipment used for televising the Board of Supervisor meetings but that additional trained personnel are needed.
- **Adjournment** – The meeting was adjourned at 8:16 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Keith Peters