

Telecommunications Advisory Board (TAB)  
Meeting Notes: May 14, 2018

**Members Present:** Ed Ebenbach, Chairman, David Laustsen, and Arthur Zapolski

**Quorum:** Yes

**At Large members:** Jean Laustsen and Officer Jessica Whiteside

**Township Manager:** Stephanie Mason

**Special Projects Coordinator:** Andrea Susten

### Proceedings

- **Meeting** - Called to order at 6:40 P.M. by Mr. Ebenbach.
- **Review and Approve Minutes** - The minutes from the April 9th, 2018 meetings, prepared by Mr. Peters, were approved unanimously upon a motion made by Mr. Zapolski and seconded by Mr. Laustsen.
- **Spending/Reimbursement** – A vote to reimburse expenses sustained by Mr. Ebenbach for purchasing the replacement of the projector remote, batteries and cables was tabled until the June meeting because there was not a voting quorum present.
- **DTV Programming/Programming Projects**
  - **Current Video Content Metric** – Mr. Ebenbach distributed this month's spreadsheet. The monthly metrics for video programming content was 84.2% which was a 3% drop from last month. We are still operating well above our target content percentage of 75%.
  - **Broadcast Schedule** – Mr. Ebenbach reported that Mr. Peters is presently engaged in revising the programming schedule.
  - **Bicentennial Event ads/events** – Recording video of the Bicentennial Float in the Doylestown Borough's Memorial Day Parade was discussed. Mr. Zapolski will be on the float taking still pictures and video. Two GoPro cameras will be placed on the tow vehicle to take additional video and the Laustsens will record video from the street from various locations. Mr. Zapolski advised that he has not yet begun to compile a program on the Gala event held in January. A general discussion was held on recording video of the July 14<sup>th</sup> Hammerstein event. A promo for this event is due mid-June. All video taken of the various events will be archived on a separate drive. Mr. Zapolski mentioned that the Bicentennial Committee plans to purchase a time capsule that will be placed in the new Township building in a ceremony on December 18<sup>th</sup>. One of the items planned to be put in the capsule is video of Bicentennial events.
  - **Bike and Hike trails and Kids Castle** – Mr. Ebenbach stated he has not begun work on these projects yet.
  - **EAC** - The May 6<sup>th</sup> Garden Party event held in conjunction with the Bicentennial Committee was videoed by the Environmental Advisory Council. A copy was furnished to Mr. Ebenbach. Additional video was shot by Ms. Mason and Mr. Zapolski. There is enough material to make two short programs. One program may feature the speeches made at the event and another of the event itself.
  - **Boards and Commissions Report Video** – Mr. Zapolski stated that he is still working on the video.
  - **Meet your Police** – Officer Whitehead and Mr. Ebenbach are engaged in this project. Officer Whitehead is working on obtaining pictures and bios of the police officers.
  - **Other Video Projects** – Mr. Zapolski has agreed to take the video of the next Walk with the Doc event on May 16 because Mr. Peters will be unavailable. The annual Touch-a-Truck event was held on May 5<sup>th</sup>. At the request of Ms. Mason, Mr. Zapolski took video on the fly and will provide a copy to TAB.

- **DTV Video Library listing/distribution** – A report on this activity will be presented by Mr. Peters after his return next month.
- **Slides update**– Mr. Peters and Ms. Susten are currently working on revising the slides. Mr. Ebenbach asked for a report in 60 days at the July meeting.
- **Emergency Messaging Study** – A report will be given by Ms. Manion at the next meeting. However, one of the main questions to be addressed in the study is what constitutes an emergency in addition to obvious situations such as a natural disaster. The framework of a new system may be based on the detailed operating procedures used by our police force. One of the main challenges is getting timely information to the Township Manager for dissemination to the public. It was emphasized that all emergencies should be reported by a 911 call and not through social media.
- **New Building/Systems Upgrade Project** – Mr. Ebenbach reported that the footers for the building are being placed. Misters Ebenbach, Krause and Laustsen are collaborating on the cabling design. Mr. Ebenbach will attend a construction meeting on May 15 and another meeting involving the video/audio cabling on May 18. Concrete will be poured soon therefore getting the placement of all the wiring and power conduits to the contractor is of paramount importance. The goal is to design the system in such a way that a single person will be able to operate the consolidated video operation from one workstation.
- **Social Media** – The Township Instagram account is up and the staff is starting to post on it. There are now 65 followers. The Township has 3,100 followers on Twitter and 2,700 fans on Facebook.
- **Verizon Negotiations** – Ms. Mason advised that there was nothing new to report.
- **Operations** – The Township’s conference room slide projector has been installed in the ceiling of the Activity Trailer meeting room. Mr. Ebenbach purchased a new remote for the projector. Mr. Ebenbach is considering purchasing a LED screen and stand for the meeting room in order to gain experience in the operation of the new equipment that may eventually be installed in the new building.
- **Adjournment** – The meeting was adjourned at 8:00 PM on a motion made by Mr. Zapolski and seconded by Mr. Laustsen.

Meeting Notes respectfully submitted by Arthur Zapolski