

Telecommunications Advisory Board (TAB)
Meeting Notes: June 11, 2018

Members Present: Ed Ebenbach, Chairman, Arthur Zapolski, and Keith Peters

Quorum: Yes

Board of Supervisor Liaison Present: Ryan Manion

Township Manager: Stephanie Mason

Township Special Projects Coordinator: Andrea Susten

Proceedings

- **Meeting** - Called to order at 6:30 P.M. by Mr. Ebenbach.
- **Review and Approve Minutes** - Minutes from the May 14th, 2018 meeting, prepared by Mr. Zapolski, were set aside for later approval since Mr. Peters could not vote on them due to his absence from the May meeting.
- **Spending/Reimbursement** – Mr. Ebenbach presented a reimbursement request for \$150.63. Upon motion by Mr. Peters and seconded by Mr. Zapolski, this reimbursement was approved. Mr. Ebenbach discussed the possible spending of \$70 to \$100 for a portable usb drive to store all of the Bicentennial video and still picture files for later use in creating a Bicentennial time-capsule program. This was met with consensus that it was an appropriate expenditure. Mr. Peters promised to bring his Headset reimbursement request (around \$90) to the next meeting for consideration.
- **DTV Programming/Programming Projects**
 - **Current Video Content Metric** – Mr. Ebenbach distributed this month’s spreadsheet that showed a 3.3% decrease in Video Content from last month to 80.8%. Mr. Ebenbach reported that year-to-date, the metrics are still exceeding the 2018 goal of 75%.
 - **Bicentennial Event ads/events/Committee update** – Mr. Ebenbach noted there are several upcoming events and several that have just occurred. Notably, Mr. Zapolski reported on the Memorial Day Parade recording, the Garden Party recording, and the Gala recording. Still to happen are the Hammerstein Promo and the Hammerstein Sing-along (July 14th). A brief discussion was held concerning how to present the flag selection process, including the possibility of voting by the BOS on July 17th and a winner being selected then or thereafter. Also discussed was recording the raising of the winning flag design over the newly rebuilt township administration building. Mr. Zapolski noted there will also be a Veteran’s (11/11/18) event that is still in the development phase.
 - **Bike and Hike trails** – Mr. Ebenbach reported that he has scheduled a meeting with Tom Kelso concerning further video programming effort and that there is an upcoming Trail Dedication of segment additions to the system that will occur on the same day as the meeting. Ms. Susten offered to record the dedications. Mr. Peters will work with her on this.
 - **Kids Castle** – Mr. Ebenbach stated he is working with Joe Salvati on obtaining videos.
 - **EAC**- Mr. Peters noted he has received the raw video from the EAC on the May 6th Garden party. He has also received the raw video from the EAC concerning the Bird Walk, which was the day before the Garden Party. He indicated that various technical deficiencies in the raw video will make it unlikely that we can create usable video program(s) from them, but that they may be helpful in the Time Capsule project. Mr. Peters noted the “Conserving Nature” audio is not synced up to the visual images and that this video may need to be re-rendered or completely pulled out of rotation. Ms. Susten noted more current programs may be available and she will pursue them. Ms. Susten also noted she will record the upcoming (6/14) EAC Summit, which will feature a primary speaker presentation. Ms. Susten and the EAC’s Jim Baldassare are getting the PowerPoint file from this speaker.
 - **Building Video** – Mr. Ebenbach noted that there is some video shot by Mr. Peters at the ground-breaking ceremony and some of the time-lapse video recorded by Mr. Krause.
 - **Boards and Commission reports** – Mr. Zapolski noted that his operating system has crashed, necessitating new software. This rebuild will affect the delivery of the Gala and programs

concerning the Boards and Commission reports.

- **Doylestown Health DTV Initiative** – Mr. Ebenbach reported that the Laustsens shot a new interview with the Doylestown Health CEO, Jim Brexler. A more full report will be delivered by the Laustsens at the next TAB meeting.
- **Other video projects** – Mr. Peters noted there will be a Walk with a Doc on June 20th, that he recently recorded a Shoulder Pain presentation (May 31st) and that he will possibly record a Cardiac session on June 26th
- **Slides update** – The group discussed cross-promotion of the communications outlets the township uses on each of those outlets. Mr. Peters will meet with Ms. Susten to discuss updating the slides.
- **DTV Video Library listing/distribution** – Mr. Peters stated there are no updates at this point.
- **Emergency Messaging Study** – Ms. Manion reported that an Emergency Management policy was discussed at a May 23rd meeting. She noted further action is pending.
- **Social Media** – Ms. Mason reported that the Township statistics remain on a slight upward trend. She noted that Winter and Andrea have started a township Instagram account. Mr. Peters reported that the EAC Chairman is very excited about the new Township Instagram account possibilities and that Mr. Peters daughter noted the Instagram postings look great to date.
- **New Building Update** – Mr. Ebenbach noted that conduit runs, powering, and sound requirements are currently being worked out.
- **Verizon Negotiations** – Ms. Mason advised that there was nothing new to report regarding issues that affect Doylestown Township.
- **Operations** – As previously reported, the SuperTAB2 computer continues to malfunction. Solutions are being investigated.
- **Adjournment** – The meeting was adjourned at 7:35 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Keith Peters