

Telecommunications Advisory Board (TAB)  
Meeting Notes: January 14, 2019

**Members Present:** Ed Ebenbach, Chairman, David Laustsen, Kurt Krause, and Keith Peters

**Associate Member:** Jean Laustsen

**Quorum:** Yes

**Board of Supervisors Liaison:** Jennifer Herring (with special guest Millie Herring)

**Township Manager:** Stephanie Mason

**Special Projects Coordinator:** Andrea Susten

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Introduction and Welcome to new Board Liaison Jennifer Herring
- 2019 Reorganization – Mr. Ebenbach passed the gavel to Ms. Mason to conduct the nomination and voting for Officers for TAB. Mr. Krause nominated Mr. Ebenbach for Chairman, and Mr. Peters seconded that nomination. No other nominations for that office were made and by unanimous vote, Mr. Ebenbach was elected to serve as the TAB Chairman for 2019. Ms. Mason then passed the gavel back to Mr. Ebenbach. Mr. Krause then nominated Mr. Peters for Vice Chairman, and Mr. Laustsen seconded that nomination. No other nominations for that office were made and by unanimous vote, Mr. Peters was elected to serve at the TAB Vice Chairman for 2019.
- Review and Approve Minutes – The minutes of December 10, 2018 were approved by vote following a motion by Mr. Peters and seconded by Mr. Laustsen. Mr. Krause abstained as he was not in attendance for the December meeting.
- 2019 Meeting schedule - as previously noted, the 2019 dates (except for October and November) will be at 6:30pm on the second Monday of each month. The exceptions will be the third Monday in October and November of 2019 due to competing holiday schedules.
- Spending/Reimbursement – Mr. Ebenbach reported that there is over \$67,000 in the TAB bank account. This is good in as much as the quote TAB has received for the equipment in the new building is in excess of \$66,000, Ms. Herring asked if some of the old equipment may be sold. Mr. Ebenbach explained that some of the old equipment may be kept for re-use and that truly duplicative equipment may be sold but also noted that many of the items are more than ten (10) years old and, if still functioning, may have limited resale value
- DTV Programming/Programming Projects for 2019 – next steps
  - Current Video Content Metric – Mr. Ebenbach distributed this month's spreadsheet that showed a Video Content of 74.2% which was a 5.3% increase from last month. A brief discussion of the two primary factors limiting the TAB objective of increasing this usage, namely, age of the existing videos, and a lack of outside video programs, was held. Mr. Peters offered to bring these messages to other groups, as he hopes to refine the presentation that he gave to the EAC in December.
  - Bicentennial Video Update – Ms. Laustsen and Mr. Ebenbach are editing a finalized version of the video currently in the Time Capsule that, now, will include footage of the Time Capsule placement in the crypt and the Postal Franking event. Upon completion, this updated video will be put on all township communication channels.
    - Further Bicentennial Videos – Mr. Ebenbach noted that it is possible that Mr. Zapolski may desire to create video programs from the available Memorial Day Parade and the Veteran's Day Ceremony footage.
  - CGI Community Showcase Video Program – it was the consensus of the TAB members that we not recommend this program to the Board of Supervisors.
  - Ideas for 2019 Projects – a wide-ranging discussion was held regarding training a specific member of each committee to be video-centric for that group. A welcome-wagon type video was mentioned. Drone use and the Chamber of Commerce involvement were also reviewed.
  - Bike & Hike trails – Mr. Ebenbach noted this item remains pending
  - EAC Videos – Ms. Susten reported that the EAC is discussing a recycling video.

- Building Videos
  - Groundbreaking – Mr. Peters reported this video is running
- Construction Time-lapse – Mr. Krause confirmed that pictures continue to be recorded from the two pole mounted cameras. Many in attendance noted that this footage may have more use once the roof and/or outside landscaping is finished.
- “Meet your Police” – At the December meeting, Officer Whiteside shared her finalized pictures and delivered a thumb-drive containing them to Ms. Susten. Ms. Susten made an outstanding collage of these officers’ pictures, for inclusion in the time capsule contents. Additional steps are needed to develop a version that we can air.
- Slides update – Ms. Susten reported that the slides have been redesigned and updated by the intern. She is unfamiliar with the next step(s) that may be employed to see the new slides, test them, and, if appropriate, move them to active airing.
- Social Media – Ms. Mason and Ms. Susten noted that the public is using the township social media links and that the metrics continue to experience a minor increase month over month.
- New Building Update – Mr. Ebenbach reported that in addition to the previously discussed TAB quote, a separate quote of approximately \$77,000 for equipment for the public meeting room is under consideration. Combined with the aforementioned TAB quote, the two quotes still are well less than the \$200,000 budgeted to cover these purchases.
- Verizon Negotiations – Ms. Mason advised there is nothing to report at this time.
- Operations – No member offered any reports on this issue.
- Adjournment – The meeting was adjourned at 8:23 PM on a motion made by Mr. Peters and seconded by Mr. Krause.

Meeting Notes respectfully submitted by Keith Peters