

Telecommunications Advisory Board (TAB)
Meeting Notes: August 12, 2019

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

Quorum: Yes

Board of Supervisors Liaison: Jennifer Herring

Township Manager: Stephanie Mason

Special Projects Coordinator: Andrea Susten

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Review and Approval of Minutes – The minutes of July 8, 2019 were approved unanimously following a motion by Mr. Peters and seconded by Mr. Ebenbach.
- New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning things learned during the July 16 BOS meeting, such as:
 - differences in controls for the Audio Mixes for the Auditorium and for Production/Recording
 - expectations for when Comcast will finally get DTV back on the air (by 8/16)
 - the deleterious effects of the recent lightning surges on what had been working (such as Verizon FIOS output)
 - and the delivery of the new Nexus device (expected to be installed after the 8/20 BOS meeting)
 - Mr. Ebenbach also handed out a diagram showing the camera and camera preset locations, and a draft list of some of the remaining AVT issues. Much has been accomplished, yet several areas need continued attention.
- Programming Project
 - Current/YTD Video Content Metrics – Not available as we are still off the air
 - 2019 Projects -next steps
 - Trail System – pended return of the Laustsens and their input.
 - Police Intro Video – Mr. Peters will upload the latest to his draft Youtube channel and email Officer Whiteside, asking her to view it with a special request to have Chief Logan also view it and communicate his approval or rejection to Ms. Mason before we air anything.
 - Doylestown Historical Society (DHS) – Mr. Peters will get the next batch of possible videos and the Laustens will record the generic intro/outro wrapper for the DHS segments on the DTV schedule.
 - Veterans Celebration/Memorial Day Parade – Mr. Peters noted that we are currently airing the Veterans Day video made by Mr. Zapolski. Mr. Zapolski stated that the Memorial Day Parade video is a work-in-progress with no firm end-date yet envisioned.
 - Township Welcome Wagon Video – Mr. Zapolski passed around the information received from a potential host as well as discussed the progress he is making on writing the script.
 - Dog Park – Ms. Susten related that Kathy Brown assured her that video of the dog park was on the thumbdrive briefly given to us. A short discussion followed on the difference between MAC formatted thumbdrives (not EXFAT) and how there is an incompatibility between MACs and PCs that cause the non-original system to “not see” video files that the other system sees.
 - EAC – not really focusing on video end as they are focused on producing pamphlets.
 - Kids Castle Upgrade – Mr. Ebenbach indicated the battery powered time-lapse camera should be catching whatever is happening at that site. Ms. Mason added that the chairman of the Kids Castle Committee, Joe Salvati, is producing a longer video as well.
 - Introduction to new Community Meeting Room – Mr. Peters conveyed that his camera position outside the meeting room really did not result in much, if any, usable video. In fact, he has not pulled it up to review it as he suspects it will be basically of minimal use, if at all. Mr. Zapolski also stated that his indoor camera position produced scant video.
 - Time-lapse Building Video – Mr. Ebenbach relayed that Mr. Krause is still working on this. The lifespan of some of these videos (i.e. the building need video, etc) was reviewed. Mr. Peters noted the possibility of a whole scheduling block, dedicated to the entire building

“library” (i.e. need, wrecking ball, demolition, groundbreaking, time capsule, etc.) may be worth considering.

- Website tutorial – Ms. Susten is hoping this is a possibility after the new website goes live.
- Township Website upgrade project – Ms. Susten reported that she and Ms. Mason have met with the new website contractor and viewed a new homepage. Ms. Susten provided a rough timeline of several months of work still needing to be done.
- Slides update – deferred pending New Nexus installation and more important projects
- Social Media Status – a discussion was continued on having comparative analytical data and Mr. Peters will refine the spreadsheet he is proposing. Ms. Herring raised live streaming of both the BOS meetings and other Township events. Mr. Ebenbach observed that the whole streaming issue is in flux but that TAB will be working on this issue after the new system gets settled in.
- Newsletter Submissions – Mr. Ebenbach showed that he had received a memo from Ms. Susten concerning an August 20th deadline for Fall Newsletter submissions. Mr. Peters offered to write a brief article on some of the changes and mentioned that maybe the color graphic of the channel schedule should accompany this article. He will distribute a draft to Mr. Zapolski and Mr. Ebenbach for their review and editing. Since there are only 8 days before the deadline, time is an issue.
- Verizon Franchise Negotiations – Ms. Mason advised that there is nothing to report at this time.
- Operations – Mr. Ebenbach advised that there is nothing to report at this time.
- 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