

Telecommunications Advisory Board (TAB)
Meeting Notes: September 9, 2019

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

Associate Members: Jean Laustsen and Officer Jessica Whiteside

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 August 12, 2019 were unanimously approved following a motion by Mr. Zapolski and seconded by Mr. Ebenbach.
 - New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning the current status of the new equipment system and AVT, the contractor, including that DTV is back on the air using the old nexus/schedule on both FIOS and Comcast excepting during a few power interruptions, and that we have received the new Nexus. Files are currently being copied from the old to the new machines, and it is expected to be installed on 9/10.
- Programming Project
 - Current/YTD Video Content Metrics – Not available at the present time as equipment is still being installed
 - 2019 Projects -next steps
 - Trail System – the Laustsens and Ms. Mason are coordinating a recording date for presentation to the talent so more video, including the “bench shot” can be completed. Once principal recording has been completed, decisions can be made on how to combine the segments.
 - Police Intro Video – Mr. Peters reported that he uploaded the latest version to his draft Youtube channel and emailed Officer Whiteside, asking her to view it with a special request to have Chief Logan also view it. Chief Logan would like Squad pictures and following discussion on how difficult that can be; Mr. Peters agreed to make an example of a “Brady Bunch” type slide of one of the Squads for Officer Whiteside to present to Chief Logan. This may get the current batch of photos on the air while we await actual Squad photos. Of course, this is pending Chief Logan’s approval of the temporary Squad photos.
 - Doylestown Historical Society (DHS) – Mr. Peters noted that we have gotten all the possible videos that Ms. Mason had denoted, about 20 or so. Few of these are airable as is (3) and they are already on DTV (Geil, Hammerstein, Feldstein). Some may be made airable with a combination of some editing and the intro/outro from Stu. The Laustsens will record the generic intro/outro wrapper on September 19th. Events will proceed from there.
 - Veterans Celebration – Mr. Peters noted that we are currently airing the Veterans Day video made by Mr. Zapolski and that this item no longer needs to appear on the agenda.
 - Township Welcome Wagon Video – Mr. Zapolski reported that he has finished the script and plans to pass it around to the attendees and the host for review. He also reported on getting approvals from the YMCA as well as his efforts at Del Val. Mr. Peters recounted the approval difficulties he is experiencing with Doylestown Health. Mr. Zapolski reported that he hopes to be done recording and editing by the end of this year.
 - Dog Park – Ms. Susten related that she has been unable to proceed in getting this video made and asked that this topic be removed from the agenda until such time that members of the Dog Park Committee produce actionable results.
 - EAC – has asked to borrow equipment to video record a presentation being made at Del Val on the evening of the 17th of September regarding the “Ready 100” program for area EACs and partially sponsored by the Sierra Club
 - Kids Castle Upgrade – Ms. Mason added that the chairman of the Kids Castle Committee, Joe Salvati, is producing a longer video as well. The Township’s battery-powered time-lapse

camera has been temporarily relocated to the tub-grinder area.

- Introduction to new Community Meeting Room – Mr. Ebenbach noted the ongoing concerns about the reverberation challenges and the microphone limitations. He displayed a light notification system that will enable him to notify speakers who need to get closer to the microphones.
 - Website tutorial – Ms. Susten is still hoping this is a possibility after the new website goes live.
- Township Website upgrade project – Ms. Susten reported that the website contractor is “heads down” in production of the new website. She noted several months of work still need to be done.
 - Slides update – deferred pending New Nexus installation and more important projects.
 - Social Media Status – Mr. Peters handed out a refined spreadsheet he is proposing. Individual variables for the different social media were identified and Mr. Peters will modify the draft spreadsheet accordingly. Ms. Herring noted that having a “Notes” column per service may help tie comments to why numbers have changed over months. Ms. Mason and Officer Whiteside both asked us to include ‘Crime Watch’ on the spreadsheet and Mr. Peters will add that as well. Officer Whiteside will have to report monthly on posts and views, which she says she can retrieve.
 - 5G – Ms. Mason shared that the township has received a couple of emails asking the township to act on this technological situation. TAB indicated it appreciated being kept in the loop on this issue and looks forward to hearing further about it. None of the TAB members indicated that the Township needs to act now on this topic.
 - 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.
 - Newsletter Submissions – Mr. Peters stated that an article on DTV and a graphic of the usual schedule have been submitted to Ms. Susten for inclusion in the Fall Township Newsletter. Ms. Susten noted these items have been appropriately handled.
 - Adjournment – The meeting was adjourned at 8:20 PM on a motion made by Mr. Peters and seconded by Mr. Krause.

Meeting Notes respectfully submitted by Keith Peters