

Telecommunications Advisory Board (TAB)
Meeting Notes: July 13, 2020 (via ZOOM)

Members Present: Ed Ebenbach (Chairman), Kurt Krause, Keith Peters, David Laustsen, Art Zapolski

At Large Members Present: Jean Laustsen

Township Staff Present: Stephanie Mason, Township Manager, and Andrea Susten, Special Projects Coordinator

Board of Supervisor Liaison: Nancy Santacecilia

Proceeding

- Meeting called to order by Mr. Ebenbach at 6:32 PM
- Review and approval of minutes of June 8th, 2020, prepared by Mr. Zapolski, by motion of Mr. Peters and seconded by Mr. Laustsen. The vote was unanimous.
- Doylestown Township Volunteer Handbook – Ms. Mason mentioned that this publication has been given to each Board/Commission chair and Mr. Ebenbach noted that he will be shortly sending this to each TAB member.
- New Building issues – Mr. Ebenbach reviewed progress on several items for the group
 - Audio interruption on Comcast DTV channel – Comcast has agreed to replace their equipment since our other efforts to discover the cause of this infrequent but recurring problem have not been successful. Restoring service after this interruption requires a hard manual reset of the Comcast equipment. There has been no similar problem with the FiOS equipment.
 - AVT has performed required maintenance, replaced defective hardware and tweaked levels to improve performance of our wireless devices and floor-box connections.
 - Standardized push-button settings on the small external control panel are being investigated for ease-of-use by other groups such as the Zoning Hearing Board, Planning Commission, and the Dog Park committee, among others to use the Public Address and display systems in the public meeting room.
 - Acoustic Remediation for the public meeting room was discussed. The TAB group supported the hiring an audio firm to conduct preliminary measurements, identify solutions, develop a cost estimate, and write a specification to enable us to obtain bids for the hiring of a contractor who will properly resolve those audio issues.
 - Replacement of the obsolete and outdated TAB laptop was approved on motion by Mr. Peters, seconded by Mr. Zapolski, in the amount the Township has already spent on such a laptop, which is estimated to be about \$1,500.00.
- Programming Projects
 - Current/YTD video metrics – Mr. Ebenbach noted the spreadsheet shows a utilization of 84%, which represents a 1.3% decrease from the May measurement which is still well in excess of the target of 75%. The decrease was partially attributed to a longer BOS meeting which resulted in the deletion of some of the longer historical society segments that have been used to fill otherwise empty blocks.
 - 2020 Projects – planning/next Steps
 - Coronavirus vignettes – this topic enjoyed lively discussion and resulted in the following findings: Mr. Zapolski will shepherd this project, a draft “Intro Letter” will be drafted by Ms. Susten (and reviewed by Ms. Santacecilia), a spreadsheet will be circulated to the group for the suggestion of names of individuals to be interviewed, a packet including the Intro Letter, releases (if needed), and the questions (still being revised) will be ready to go to some possible interview subjects. A test of five (5) or so interviews will be conducted, after which any

necessary changes to the process, documents, and/or questions will be made.

- Sept 12th – EAC (TWP and Boro) may hold a tree planting and a trail day. Details to follow.
- Slides – Ms. Susten was happy to report that the slides have been uploaded and a new rotation is seemingly working well. The date dependence and inclusion of this important information to township residents in the DTV schedule was also reviewed. It is about forty-six (46) slides and a full rotation takes nearly eight (7.8) minutes.
- Social Media – Ms. Susten updated the group that the Township Facebook page had gained about 300 or so likes and that there are about two hundred (200) email members on the Township's new Robly service. Ms. Susten noted that the immediate objective is to increase this number to five hundred (500) emails. A discussion ensued over whether the registrants could be determined to be inside or outside the township and the possible use of this email service for newsletter distribution in the future while recognizing the usefulness of continuing the printed newsletter.
- Verizon Franchise - Ms. Mason reported the negotiations have resumed and the township, which is part of a consortium, will be kept apprised of any developments. Mr. Ebenbach asked about the date of expiration of the current Verizon franchise agreement and was informed by Ms. Mason that it is late in 2021 or in 2022.
- A discussion was held about BOC reports to the BOS and the idea that maybe video reports, recorded in advance, could serve this purpose. Mr. Peters noted these could be used like absentee ballots, may fix the incomplete reporting situation that occurred in 2019 (there were only eight (8) reports out of the twenty (20) or so BOC. Mr. Peters went on to say there is not a lot of new programming that DTV can rely upon and these yearly BOC segments are a welcome addition. Mr. Ebenbach noted the bare minimum should be a yearly written report from each BOC and that the pre-recorded video solution lacked the opportunity for the Supervisors and the public to ask questions as well as lacking the cross-pollination of events/plans between BOC groups. Ms. Santacecilia indicated this may be a topic she can address with other Supervisors. Ms. Mason also indicated she would bring this up to others that could reflect on this idea.
- Meeting adjourned at 8:28pm upon motion by Mr. Peters and seconded by Mr. Zapolski

Respectfully submitted
Keith Peters