

Telecommunications Advisory Board (TAB) via ZOOM  
Meeting Notes: October 19, 2020

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

**Associate Members Present:** Jean Laustsen

**Quorum:** Yes

**Township Manager:** Stephanie Mason

Proceedings

- Meeting - Called to order at 6:33 P.M. by Mr. Ebenbach.
- Minutes from 7/13/2020 meeting by Jean Laustsen were unanimously approved on Motion by Mr. Zapolski, seconded by Mr. Ebenbach.
- Committee Membership and Township Personnel – Ms. Mason reported that two candidates for TAB membership were going to be interviewed by the BOS on October 20. TAB will know the results for the next meeting. Mr. Kraus, a long-time member of the committee has not renewed his membership and will depart at the end of the year. Additionally, Ms. Andrea Susten, Special Projects Coordinator, has accepted a position at another municipality and will therefore no longer be working with TAB. The plan is to hire a replacement soon.
- Programming Projects.
  - Video Metrics. Mr. Ebenbach reported that the metric analysis for last month was not produced, since there have been no substantive changes in the schedule.
  - Video Scheduling. Video scheduling remained mostly unchanged with substituting one BOS meeting for another. With the departure of Ms. Susten, Mr. Ebenbach stated that we need to re-evaluate how we do program scheduling. This was a project that became the responsibility of Ms. Susten after Mr. Peters resigned from TAB earlier this year. Mr. Ebenbach will consider the issue and advise the committee. Ms. Mason said that scheduling could become the responsibility of an intern.
  - Coronavirus vignettes. Mr. Zapolski reported that he conducted one interview last week with a person who works at Philadelphia International Airport and has a second interview scheduled in several weeks with a local business owner and entrepreneur. Mr. Ebenbach added that he has a local barber that is an interview candidate and Ms. Laustsen may have a hairdresser in the local area, and the group discussed the possibility of combining the two interviews into one video. A standardized intro and exit was also discussed. Ms. Mason has written a script for this purpose and will be the narrator. A shooting date for the script was not scheduled.
  - Bucks County Virtual Senior Expo. The expo is a yearly event hosted by the county but due to the pandemic it will be done virtually and recorded some time in November. Under normal circumstances there are representatives from different County departments who are available for the day and answer questions for the attending public. This year it will be implemented in a panel format with the department representatives sitting at the BOS dais making presentations that will be recorded for later viewing. Due to health and safety concerns members of the public will not be present. The group agreed that we should participate in this project.
  - School District Contact. Ms. Mason reported that Supervisor Nancy Santacecilia has made contact with a Bucks County high school senior interested in gaining experience as a videographer. The student took the video for the September 12 joint EAC event. There were three related events during the day which the student will edit and string together. TAB has not yet seen the video.
  - Walk with the Docs. With Mr. Peter's departure, this ongoing project has been paused for the foreseeable future until a new TAB member can take up recording the event.

- Ms. Lausten has been in contact with the president of Doylestown Historical Society. The Society wants to know if the Township is using the video TAB obtained from them last year. Ms. Lausten advised that the Society is doing more interviews for their own purposes. Mr. Ebenbach stated that he will follow up.
- Social Media. The Township's social media presence remains strong. Facebook likes and followers have increased over last month. Twitter followers remains the same at about 4,000. YouTube viewing is up but Instagram has remained flat. For Robley, the new email platform the Township is using, membership has increased from 23 initial subscribers in February to 223 in September.
- New Building and System Operations.
  - The October 12 congressional debate broadcast hosted by The League of Women Voters was broadcast from our facility by PCN using our equipment. Sound problems were noted during first three minutes of the broadcast similar to other incidents we have experienced on an intermittent basis. Mr. Ebenbach was able to identify and correct the problem and no further issues occurred. Video was unaffected. Mr. Ebenbach later discussed the issue with the vendor, AVT and the underlying cause of the feedback loop was tracked down and will be eliminated permanently by a change in the equipment configuration in the control room.
  - A recurring intermittent problem with the Comcast audio feed remains unresolved, and will be tackled by Mr. Ebenbach at a future date.
  - The upgrade and replacement of control room computer will be addressed in 2021 according to Mr. Ebenbach.
  - No progress has been made towards the remediation of the main meeting room acoustics. Given other priorities, progress on this issue may not occur until 2021.
  - TAB unanimously approved a \$1,100.00 expense proposed by Mr. Ebenbach for upgrading the master control panel for the meeting room PA system. The system will be purchased from AVT. This will address a problem of inconsistent operational controls between the meeting room PA system and the Production broadcast system.
- Verizon Franchise Negotiations Update. Ms. Mason advised that the joint negotiations are wrapping up. The upshot is that the Township will receive the same level of fees as under the present agreement. The future of FiOS providing cable service in the future is in doubt. Verizon does not want to commit to a long-term timetable because cable income has leveled out and FiOS appears to be in a slow steady decline.
- Meeting adjourned at 7:35 pm upon Motion by Mr. Lausten and seconded by Mr. Zapolski.

Respectfully submitted by  
Arthur Zapolski