

Telecommunications Advisory Board (TAB)
Meeting Notes: October 21, 2019

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

Associate Members: Jean Laustsen and Officer Jessica Whiteside

Quorum: Yes

Board of Supervisors Liaison: absent

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 September 9, 2019 were unanimously approved following a motion by Mr. Peters and seconded by Mr. Krause.
- 2020 Meeting Schedule – The Board unanimously approved to continue the present meeting schedule of the second Monday of the month at 6:30 pm except for October due to the Columbus Day holiday in which case the meeting date shall be October 19.
- Mr. Ebenbach thanked Mr. Peters on behalf of the Board for his September 17th presentation to the Board of Supervisors.
- New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning the current status of the new equipment system.
 - Installation Status - All the equipment has been installed except for a few miscellaneous wiring connectors. An AVT technician attended the 10/15 Board of Supervisors meeting to adjust the microphone mix for the PA system to find the best possible sound levels in the room. Additionally, the podium microphones were changed from 12-inch to 18-inch units in improve sound pickup.
 - Operations and Training – Ms. Susten has rebuilt the Name and Meeting Section system on the Tricaster graphics interface. There have been 2 training sessions on the Tricaster. Another person has joined the crew and will be trained in the near future. To improve viewing, preset camera shots have been changed from a 3-person view to a 2-person view. Name plates have been improved so that they can be more easily seen on camera. Sound continues to be a problem with distortion on the Nexus. Mr. Ebenbach noted that at the last Supervisors meeting about a minute of sound was lost due to problems he had with starting up the Nexus interface.
 - Next Steps – Mr. Ebenbach identified two problems - The acoustics of the main meeting room need improvement as do the broadcast booth's audio controls. Mr. Ebenbach recommends that a consulting service be retained to study the meeting room's acoustic problems and identify solutions. Metropolitan Acoustics submitted a proposal for \$4,100 and Acentech submitted one for \$2,200. The Board then addressed improving the audio controls for the main meeting room. Two options were discussed. AVT advised that it could provide and install a computer program for \$1,500 or as a second option - purchase additional equipment/software for \$3,421 to remedy the controls issue. After considerable discussion on both matters Mr. Peters made a motion that the Board retain Acentech for the acoustic study and to purchase the audio control program from AVT. The Board voted to approve \$2,200 for the acoustic study and authorize funds not to exceed \$1,900 for both the program from AVT and a computer to house the program. An additional \$400 expenditure for upgraded microphones was also approved. After the acoustic study is completed, Mr. Ebenbach believes that it will require a capital expenditure by the Township to correct the problem.
- Slides Update and Redesign – The slide library has been moved to the new Nexus. They are in 8 folders according to Mr. Kraus. Mr. Peters observed that he thinks this arrangement is confusing, however Mr. Krause pointed out that you can play the entire content of a folder without additional programing which is convenient. Moreover the new Nexus is designed for multi-folders in mind. However, it can be set up using one folder instead. Mr. Ebenbach pointed out that the slides need meaningful names otherwise they are difficult to identify. The new Nexus also has prepackaged slides which can be used. This is a low priority item that can be worked on as needed.
- Programming Projects
 - Current/YTD Video Content Metrics – Not available at the present time.
 - Video Projects by Other Committees – As a way to encourage other boards and committees to create

their own videos Mr. Peters suggested they use Vimeo instead of YouTube and share them in places such as Facebook. The idea is that a user can click on the video and get information on it without being exposed to the same amount of advertising experienced on YouTube. Ms. Susten stated however that Vimeo does not have editing capability. Ms. Susten concluded by saying she will contact other municipalities and see if they are using Vimeo instead of Youtube.

- DTV and YouTube Cross Channel Opportunities – Mr. Peters opined that suitable programing content should cross over from DTV to YouTube because of the broader audience on YouTube. Ms. Susten believes that the Township has more followers on Facebook therefore videos should be linked to the Township’s Facebook account instead. Mr. Ebenbach has faith in our DTV channels but is not averse to extending the Township’s footprint on the web. For example, each committee could have its own page stocked with its own video content. The issue would be to see what can be done with owning a free account and determine what the account limitations would be. Mr. Peters further stated that not all videos could be imported to YouTube due to storage limitations, therefore we would have to be selective.
- 2019 Projects -Next Steps
 - Trail System – The Laustsens and Mr. Ebenbach will begin work after November 19 when Mr. Ebenbach is free from other committments.
 - Police Intro Video – Officer Whiteside reported that Chief Logan has given his approval on the final batch of officer photographs therefore the video is ready for viewing. With Chief Logan’s final approval this item no longer needs to appear on the agenda.
 - Doylestown Historical Society (DHS) – Ms. Laustsen has recorded the generic intro/outro. Mr. Peters is currently working on the content with the view of having some programing ready for broadcast by the end of the year.
 - Township Welcome Wagon Video – Mr. Zapolski reported that two of the four scheduled recording dates have taken place. The plan is to complete principal recording by the end of the month, weather permitting then move on to taking still pictures for the project before beginning editing the footage.
 - Old Growth Forest Network – A dedication of Hart’s Wood by the Old Growth Forest Network is planned for November 2nd. Recording video for the event was discussed and Ms. Susten will ask if the EAC wants to take on the project.
 - Kids Castle Upgrade –Joe Salvati, chairman of the Kids Castle Committee is producing a video therefore, this item no longer needs to appear on the TAB agenda.
 - Introduction to new Community Meeting Room – No change from last month.
 - Website tutorial – No change from last month.
- Township Website upgrade project – Ms. Susten stated that website development is progressing. Ms. Susten is continuing her dialog with the vendor and hopes the project will be completed by the end of the year.
- Live Streaming – A proposal has been received for HD service that requires a three-year commitment on the part of the Township and includes a price increase. No decision has been reached on the proposal.
- Social Media Status – Mr. Peters handed out a refined spreadsheet he is proposing that included suggestions made at last month’s meeting. The decision was made to start reporting social media statistics using the spreadsheet and make adjustments as TAB gains experience using it.
- Verizon Franchise Negotiations – Ms. Mason was not present for the meeting therefore this item was tabled until next month.
- Adjournment – The meeting was adjourned at 8:30 PM on a motion made by Mr. Kraus and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Arthur Zapolski