

Telecommunications Advisory Board (TAB)
Meeting Notes: April 9, 2018

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

Quorum: Yes

At Large Member Present: Jean Laustsen

Township Manager: Stephanie Mason

Township Special Projects Coordinator: Andrea Susten

Guest: Tom Cockley

Proceedings

- **Meeting** - Called to order at 6:30 P.M. by Mr. Ebenbach.
- **Review and Approve Minutes** - Minutes from the March 12th, 2018 meeting, prepared by Mr. Zapolski, were approved unanimously upon motion by Mr. Peters/seconded by Mr. Laustsen. Mr. Krause abstained.
- **G5 Wireless Infrastructure** – township resident Mr. Cockley spoke and presented information (video and audio clips) on the potentially deleterious effects of the cellphone industry’s push to place G5 systems in our community. Multiple members noted that some of this technology might already be installed in the borough. Ms. Mason explained the steps the township can and has taken to handle these changes. The board reviewed the litigiousness of the issues between municipalities, Zoning Hearing Boards, and the Cellphone Carriers. Mr. Cockley asked that the TAB Board members share this information with any and all groups that might have a concern about this issue. As a result, the Board decided to share the information discussed with the ZHB and the EAC since this issue falls in their areas of expertise.
- **Emergency Messaging Study** – Ms. Mason reported that a new Emergency Management communications policy proposal has been written, and is currently awaiting further review.
- **Storage Device Reimbursement** – Upon motion by Mr. Peters and seconded by Mr. Zapolski, the members voted in favor of reimbursing Mr. Krause for the purchase of an additional hard drive for the storage of the building construction camera files. The invoice presented was \$74.
- **DTV Programming/Programming Projects**
 - **Current Video Content Metric** – Mr. Ebenbach distributed this month’s spreadsheet that showed an 8.4% increase in Video Content from last month to 84.5%. Mr. Ebenbach reported that overall, the metrics are holding at an average of 74% for the year. Medical Information increased by 10%, and the overall change shows the result of the revisions Mr. Peters made to the DTV schedule, who used the information contained in the recently completed library inventory.
 - **Bicentennial Event ads/Events/Committee update** – Mr. Ebenbach noted there are several events listed (the flag contest, the garden party, the Memorial Day float, the Gala video and the Hammerstein promo) that may benefit from adopting a consistent promo finished product look and approach. Mr. Ebenbach aired a short promo for the Township flag contest, featuring Barbara Lyons with a voice over by Mrs. Laustsen. The group thought that the promo was excellent, and agreed to its immediate addition to the various TAB communications channels. Standardization of the open and close for all Bicentennial Event Ads was agreed upon. A discussion ensued concerning the timeliness (about 1 month in advance of the event) and the need to keep some items (such as the float details) private. Mr. Zapolski discussed the events, the plans in process, the need to record some of these events as they occur. Mr. Zapolski noted there are plans for a Veteran’s Day (11/11/18) event that is still in the development phase. Mr. Zapolski also noted that he hopes to soon put together a Gala finished product from the source video he recorded. Mr. Ebenbach and Mr. Laustsen suggested that at least one GoPro on the Memorial Day float could also record the parade on May 28. Ms. Mason noted that a time-lapse construction video of the float construction might be helpful. Everyone agreed that this footage should not be used in advance of the parade and either may be used in a final product and/or in the time-capsule video. Mrs. and Mr. Laustsen agreed to see if they can be available for the May 5 construction/decoration shoot.

- **Bike and Hike trails** – Mr. Ebenbach stated he has not yet arranged a meeting with Tom Kelso concerning further programming efforts and video streaming but that he plans to arrange one in the near future.
- **Kids Castle** – Mr. Ebenbach stated he has not yet arranged a meeting with Joe Salvati concerning gaining access to videos Mr. Salvati has created concerning Kids Castle.
- **EAC-** Mr. Peters noted he has worked with the EAC on the May 6th Garden party including recording a voiceover by EAC chairwoman, Jeannine Mitchell, and editing a soundtrack for the video. Mr. Peters expects to finish editing this week, using the aforementioned standardized open/close for Bicentennial Event Ads. Mr. Ebenbach also noted there was a 1994 Timber Rattlesnake DVD in the EAC inbox, and Mr. Peters observed that this species is in Pennsylvania so that capturing the video program to the EAC library is appropriate. Ms. Susten noted more current programs may be available and she will pursue them. Ms. Mason inquired whether something might be available from the Penn State Extension office.
- **Building Video** – Mr. Ebenbach noted that he and Mr. Peters recorded the ground-breaking ceremony, but that he is unsure if it will result a useable video. The demolition video, dinosaur and all, was a big hit with the group. Mr. Krause noted the time-lapse cameras continue to operate successfully and that the collection of footage was primarily responsible for the additional storage in the newly purchased hard drive.
- **Boards and Commission reports** – Mr. Zapolski discussed that he has identified the format and begun the process of creating videos that will contain the 2018 reports.
- **Doylestown Health DTV Initiative** – still pending.
- **Other video projects** – Mr. Peters noted there will probably be a Doc Walk in April that he will record. He also noted the May 5th Bird Walk will be recorded by an EAC member (Dr. Baldassarre). Mr. Peters is meeting with Dr. Baldassarre on April 19th to review the procedure and equipment.
- **Slides update** – Mr. Peters handed out a slide sample showing the addition of the Township’s website address to the slide and suggested that each Township communications outlet should cross-promote the other Township outlets. He will also restart the slide redesign project by providing Ms. Susten a copy of the previous slide redesign proposal and then meet with her to discuss the process and procedures used to get the slide on the air.
- **DTV Video Library listing/distribution** – Mr. Peters continues to work on this project.
- **Social Media** –Ms. Mason reported that the Township statistics remain on a slight upward trend. She noted that Winter and Andrea are working on starting a township Instagram account.
- **New Building Update** – Mr. Ebenbach reported that two (2) township residents, with expertise in A/V issues, had met with the township personnel. They may assist in further development of specifications and RFP language.
- **Verizon Negotiations** – Ms. Mason advised that there was nothing new to report regarding issues that affect Doylestown Township.
- **Operations** – Mr. Ebenbach noted, as previously reported, the old projector is non-functional and beyond repair. He also noted the township staff plans to ceiling mount the projector from the conference room in the Public Meeting Room. Mr. Ebenbach finally noted that there are sufficient cables attached to the conference room TV to accommodate the presentation needs Ms. Mason is concerned about.
- **Adjournment** – The meeting was adjourned at 8:15 PM on a motion made by Mr. Peters and seconded by Mr. Laustsen.

Meeting Notes respectfully submitted by Keith Peters