



WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD MINUTES FOR FEBRUARY 17, 2015

The regular meeting of the Warrington Township Communications Advisory Board was held on February 17, 2015, 7:30 p.m., at the Township Building located at 852 Easton Road, Warrington, PA 18976. The members present were in attendance: Steven Filipe, Chairman; Curt Wise and Tom Whelans. Staff present was Christian R. Jones, W&S Services Coordinator and Michael Cowan, PremierTech LLC.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. December 15, 2014
 - a. The Minutes for the meeting on December 17, 2014 were presented for a vote of approval.
 - i. Mr. Filipe moved to table the approval until the next meeting. This motion was seconded and unanimously approved.

OLD BUSINESS

2. Concerning new Board of Supervisors portal
 - a. Mr. Cowan discussed the current and pending Board of Supervisors portal.
 - b. The change has been made to make Barbara Livrone's preparation process simple/user friendly.
3. Concerning Comcast and Verizon Modem linkage and service redundancy
 - a. Mr. Cowan indicated that Verizon FIOS is our internet service provider.
 - b. Comcast was acquired initially as a failover of internet services.
 - i. It is not 100% configured yet as our TelCo providers have changed.
 - ii. Comcast is providing static IP addresses for our TelCo.
 - c. Mr. Cowan discussed the inefficiencies in the current wiring of the network.
4. Concerning the acquisition of a report on bandwidth consumption statistics for the past 6 months
 - a. Mr. Cowan discussed the Township Firewall, anti-spam filter and Barracuda Web Appliance.
 - i. These devices assist in protecting the network and restricting bandwidth utilization.
 - b. Mr. Cowan informed the CAB that he could provide multiple reports concerning network utilization and consumption if needed.
 - c. Mr. Cowan will determine the Comcast and Verizon network speeds and reach out to each ISP respectively.
5. Concerning the UPS and our backup generator
 - a. Mr. Cowan indicated that the Township has both a generator and UPS.

- i. The generator was having issues recently.
 - b. There are two UPS downstairs that handle everything.
6. Concerning the Action Line system update
 - a. Mr. Jones has been in communication with both Jerry Green (the designer of our Sharepoint Action Line Portal) and EGOV (our web host/designer). It is possible to embed Jerry's portal into our pending WordPress content management environment. It is also possible to modify Jerry's current portal to allow for exactly what the CAB wants (ie: Registration, Complaint viewing/tracking, uploading pictures, etc.). Once we have the CAB's thoughts on this and any suggestions, I can discuss with Tim and go from there.
 - b. Mr. Jones also informed the CAB that refresher training would be held for Township Staff involved with Action Line.
7. Concerning TelVue equipment and TV station updates
 - a. Mr. Jones reiterated his statement from prior email correspondence indicating that the posting of Board of Supervisor meeting videos to our Government Access Channels is a policy decision. As per Timothy Tieperman, the Communications Advisory Board would have to reach out to the Board of Supervisors to discuss this matter.
8. Concerning the Comcast and Verizon Franchise revenue audit
 - a. The CAB did not discuss this item as Mike Starner was not present.
9. Concerning Granicus implementation
 - a. Mr. Jones informed the CAB that he communicated with Mr. Tieperman concerning the ability to attach documents to Agenda items through Granicus.
 - i. Such documents include presentations/plans/etc. that can be seen during the meeting in person but not in the video posted to our website.
10. Concerning Website examples
 - a. Mr. Jones informed the CAB that Mr. Tieperman is seeking their input on examples of good websites.
 - i. Middletown Township and Horsham Township's websites were reviewed.
 1. The CAB liked both websites.
11. Concerning social media statistics
 - a. Mr. Jones presented a report on social media statistics.

NEW BUSINESS

12. Concerning the Watch Children Sign ALR
 - a. Mr. Jones discussed the Watch Children Sign ALR Mr. Filipe brought to the Township's attention via email correspondence.
 - i. The Township Engineer and Chief of Police looked into the matter and encountered a need of regulation clarification.
 - ii. Additionally, a Township Supervisor got involved and simply did not want the sign put up.

BOARD COMMENTS

ADJOURNMENT

Mr. Filipe made a motion to adjourn, the motion was seconded and passed unanimously.