



WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD MINUTES FOR DECEMBER 15, 2014

The regular meeting of the Warrington Township Communications Advisory Board was held on December 15, 2014, 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; James Calore; Michael G. Starner; Curt Wise and Tom Whelans. Staff present was Christian R. Jones, Intern.

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. March 24, 2014
 - a. The Minutes for the meeting on March 24, 2014 were presented for a vote of approval.
 - i. Motion made by Mr. Starner, seconded by Mr. Whelans and unanimously approved.
2. May 19, 2014
 - a. The Minutes for the meeting on May 19, 2014 were presented for a vote of approval.
 - i. Motion made by Mr. Calore, seconded by Mr. Starner and unanimously approved.

OLD BUSINESS

3. Comcast and Verizon Franchise Revenue Audit
 - a. The Board reviewed the documents provided by the Township concerning the hiring of the Cohen Law Group to perform a Franchise audit on Comcast and Verizon as far back as 4 and 5 years respectively.
 - b. The Board noted the absence of a time frame in the proposal submitted by the Cohen Law Group. In the Board's estimation, it should not take Cohen Law Group long to finish the job.
 - c. Additionally the Board noted the passing of the Wireless Ordinance, the Right-of-Way Ordinance and the hiring of the Cohen Law Group without their prior consultation.
 - d. Mr. Starner asked for Mr. Jones to find out if the agreement was signed. He indicated a desire to attempt to renegotiate the contract with the Cohen Law Group.
4. Update on Granicus implementation
 - a. The Board utilized Mr. Starner's tablet to view the Cohen Law Group segment of the December 9, 2014 Board of Supervisors meeting video on the Township website. The Board noted their disagreement with the editing of said video.
 - b. Mr. Jones indicated that the Township now posts the Board of Supervisors meeting videos to the Township website. Additionally, Facebook and Twitter posts are created when the video is available for viewing.

- c. Mr. Filipe asked the status on determining whether or not we are able to attach documents to our Agenda items in Granicus. Mr. Jones informed the Board that it is possible to attach PDF documents to the Agenda items.
 - i. The Board questioned whether or not there were limitations on document size.
 - ii. The Board hopes to have documentation attached when a presentation is unable to be seen by watching the video.
 - d. The Board questioned whether or not the Township possesses wireless microphones to compensate for times when viewers cannot hear a presenter.
 - i. Mr. Jones informed the Board of enhancements for the audio feed in the Board room for meetings and the utilization of Skype.
 1. The Board questioned who implemented these enhancements.
 2. The Board questioned what improvements were made, what needed to be improved, etc.
 3. The Board questioned what Skype would be used for, whether or not it had been integrated and what camera is being used for Skype.
 - e. The Board inquired on issues with Granicus and Mr. Jones discussed two fluke instances.
5. Social media updates
- a. Mr. Jones presented Social Media Statistics for the Township Facebook and Twitter pages. He noted a surge in activity during the case of the Missing Boy a few weeks back.
 - b. Mr. Whelans suggested posting on Facebook and Twitter more often to advertise events. He stressed the “phenomenal” fireworks show and the Board suggested posting every day up to the show.

NEW BUSINESS

6. TelVue Equipment and TV station updates
- a. The new equipment has been installed. Mrs. Jackie Wilson will be managing the TelVue portal and TV Station. She will utilize Episode software and the TelVue portal to convert videos to the required format.
 - b. Nothing has been posted to the TV station as of yet. Mr. Tim Tieperman will be creating a Year-End Review video to post on the TV Station.
 - c. The Board wanted to know if the Township planned on posting Board of Supervisor meetings on the TV Station and Mr. Jones indicated that would be happening.
 - i. Mr. Jones will check with Mr. Tieperman to see when we can start posting Board of Supervisor meetings.
 - d. The Board asked what our bandwidth is at the Township.
 - i. The Board asked if the Township has two internet feeds (COMCAST and Verizon).
 - ii. The Board room acts as an Emergency Room.
 - iii. Are we expanding our capacity?
 - iv. Can we get a report on usage?
 - v. Are Comcast and Verizon Modems linked together with a link balancer?
 - e. Mr. Jones informed the Board that the Township is in the process of getting a free XFINITY Hotspot installed for public use.
 - f. The Board proposed Mr. Jones look into what the Township consumption on bandwidth is, gather statistics on the past 6 months and do we have redundancy to stay online if one or the other fails.
 - g. The Board discussed backup generators and whether or not the Township had one.
 - i. The Board indicated that it would be good to have a UPS along with a generator.
7. Report on WordPress remote demonstration with EGOV

- a. Mr. Jones referenced notes provided to the Board concerning a WordPress demonstration presented by EGOV.
 - i. Mr. Filipe voiced concern over the “hackability” of WordPress. He indicated that EGOV should be responsible for WordPress and Plugin updates if we were to go ahead with the upgrade.
 - ii. EGOV will take care of the WordPress and Plugin updates.
8. Report on Website redesign cost estimate
 - a. The website will cost a bit over \$10,000 and will be covered under the 2015 Budget in the Internal Services Fund.
 - b. The Board questioned whether or not the Township had any money left from a grant.
 - i. The Township gets money from Comcast and Verizon every so many years for video improvements.
 - ii. Mr. Jones will check with Mr. Tieperman to see how much money is left.
 - c. The Board asked when the Fiscal year ends and begins.
 - i. Mr. Jones said he would look into that for the Board.
 - d. The Board wanted to know if the website would go in front of the Board of Supervisors for approval.
 - i. Mr. Jones said he would look into that for the Board.
 - e. The Board considered going elsewhere for the website upgrade, but was informed by Mr. Jones that EGOV would be the smoothest transition and cheapest option.
9. Action Line System Overview
 - a. Mr. Jones provided the Board with a write-up on the Action Line process.
 - b. Mr. Calore outlined the issues he encountered with Action Line and made a suggestion to enter the Action Line reference number to the response so that a user could access their Action Line Request when the Township puts it in for them.
 - c. The Board described the fundamental problem of the process as having two portals. They suggested having only one Action Line portal. Perhaps EGOV can handle it with the new upgrade to WordPress.
 - d. The Board noted that the Back-End portal is SharePoint. Action Line should be able to tie into SharePoint.
 - e. The Board asked to have the Township consult them before purchasing or passing anything that they could use their expertise to advise the Township on.

BOARD COMMENTS

ADJOURNMENT

Mr. Starner made a motion to adjourn and Mr. Calore seconded the motion.