



WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD MINUTES FOR MAY 19, 2014

The regular meeting of the Warrington Township Communications Advisory Board was held on May 19, 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 Tim Tieperman, Township Manager and Christian R. Jones, Intern.

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. March 24, 2014
 - a. Table until next meeting.

OLD BUSINESS

2. Reorganization
 - a. Mr. Filipe will continue on as Chairman of the Communications Advisory Board.
 - i. Motion made by Mr. Calore, seconded by Mr. Whelans and unanimously approved.
3. Analysis of Code Franchise Revenues from Comcast and Verizon
 - a. The analysis was not available for the meeting.
 - i. The Board discussed the unwillingness of Verizon to send relevant details to the Township concerning this matter. It was decided that Mr. Lubber would look into finding a way to request auditing information. It was suggested that the process involve more than a phone call. Mr. Tieperman indicated that the Township has control over information in basic rights, but revenues may be considered as propriety information.
 - ii. What is paid to us in Units in a form that the Board can understand? Are numbers growing? Are rates changing? (In report) Ask Barry for 331 numbers for Verizon and Comcast.

NEW BUSINESS

4. Review new Wireless Ordinance with Township Staff
 - a. Mr. Rieder presented the Board with an outline of the new Wireless Ordinance. Strictly an Amendment to the Zoning Ordinance. The new Ordinance repeals and replaces the preexisting Ordinance. Wireless communications facilities, tower bases, non-tower bases in and out of the right of way. Lists criteria for the approval of each one.
 - b. Mr. Calore: Could use the same language and apply to PECO concerning location of communication devices.
 - c. Mr. Starner: Someone must become a wireless expert.
 - d. Mr. Starner: What is the definition of the equipment? Is there a list that can be reviewed?

- e. Mr. Starnier: See if Mr. Cohen has a list of equipment.
 - f. The Township could request information concerning new applications for attaching wireless to Utility Poles in the Right of Way and on Township Roads from the Power and Phone companies.
5. Review new Right of Way Ordinance with Township Staff
 - a. Mr. Rieder presented the Board with an outline of the new Right of Way Ordinance.
 - b. Who in the Township knows how to inspect PUC regulated facilities? No one.
 - c. Mr. Calore: Insist that pipelines be monitored by respective utility company.
 - d. Mr. Tieperman: Would ask if there is a volunteer on the Board who would be willing to offer some expertise to the Code Department.
 - e. Mr. Calore: We are part of a Utilities Telecommunications Council based in Washington D.C. Information available concerning similar things implemented around the countryside.
 - f. Contact at Lancaster- A female Engineer.
 - g. GIS Mapping- Do we request antennas show on Munilogic? Carroll Engineering knows where Rights of Way are. We can extract the data and incorporate it into our GIS.
 - h. Mr. Calore: Perhaps PECO would allow Carroll Engineering to pull data off of their GIS. Is there a standard transferrable packet between vendors? (Matt Garber)
6. Granicus implementation update
7. Social Media Growth Report
 - a. Mr. Tieperman: We're trying to get Fire Emergencies posted to our Social Media websites. It seems more effective than posting to our website.
 - b. Mr. Jones presented an analysis on social media statistics.
 - c. There should be many associations that will provide social media training. (ie: for Chief Miller)
8. Report concerning possible Township website changes
 - a. Mr. Jones presented an analysis on possible website changes concerning design and content.
 - b. Companies that host and/or design the website.
 - c. How expensive would a complete redesign be?
 - d. Can we use a better EGOV premade template?
 - e. Can we have EGOV host and attach a Front-end design from another company?
 - f. Employee website, Business website and Residential website (portals)
 - g. What we have and what we're paying. If we upgrade, what kind of price?
 - h. Facebook likes, software development programs.
 - i. Ask about third party designs being hosted on EGOV. Maybe they'll offer to design a better site when they hear we're looking around.
9. Status Report on WEBUS TV schedule and Video Server utilization
 - a. Mr. Jones indicated that he had contacted Mrs. Wilson and reached out to Denise from TelVue. There is still much to look into/be done before we can get the videos up and running. Will provide an update by/at the next meeting.
 - b. Mr. Filipe: Video Server, WEBUS Server and the Encoder. Mike Cowan came in and connected everything. Let's get TelVue involved and they can walk us through utilizing the Video Server.
 - c. MPEG off Granicus server, upload to video server and UI will allow a push to the TV station.
 - d. Mr. Tieperman asked Mr. Jones to forward Board of Supervisor video links to the CAB.

BOARD COMMENTS

Mr. Starner indicated that he would be starting a new job in the COMCAST Business sector. He noted he would abstain from voting if this new job becomes a conflict of interest.

ADJOURNMENT

Mr. Filipe made a motion to adjourn, Mr. Wise seconded and unanimously approved.