



## Warrington Township Communications Advisory Board

**Meeting Minutes**  
**Monday, May 23, 2011**

The regular meeting of the Warrington Township Communications Advisory Board was held and called to order at 7:30 pm on May 23, 2011 at the Township Building located at 852 Easton Road, Warrington, Pa 18976. The members present were as follows:

Steve Filipe	Chairman
James Calore	Vice Chairman
Michael Starner	Member
Timothy J. Tieperman	Township Manager
Jacklyn A. Wilson	Communications Technician

**Approval of Minutes:** No minutes available for approval.

**New Business – Discuss proposal to record and post Township Meetings:** Mr. Starner began the discussion by informing the board of another possible vendor to look at for this project. The vendor is from Prime AV and would be good to consider as like the other companies, they may offer other options and estimates. Mr. Starner provided Mr. Tieperman with the contact information for his records and to contact for questions or comments. Mr. Tieperman is interested in incorporating each vendor's concept so that the Communications Board can estimate the installation of the equipment needed for a proposal.

The board discussed options that need to be taken into consideration as decisions need to be made between cameras of remote control or still video, fitting the meeting room for audio and microphones, necessary hardware and installation for the project and a procedure of how to publicly make residents aware they may be on TV.

Mr. Tieperman expressed that he could reach out to premiere to assist with shopping for equipment between various vendors in addition to Telvue to shop around for recommendations and estimates for equipment such as lighting, audio and video. Mr. Tieperman will obtain a list of materials and software that will be needed for this project to properly prepare a proposal.

**Quote to Refresh Township Website:** The board briefly discussed the functions they're interested in for refreshing the website. The item's of interested are to widen the format, remove the red margin, add a rolling scroll for pictures on the home page, change the master template. An itemized quote will be obtained from E-Gov Links before the refresh takes place in order to stay within a budget and modify the changes if need be.

**E-News Update:** Post cards have been created and ordered to advertise to residents to sign up for e-news in the hopes that the Township can go paperless with the newsletter in the future. Residents can go online and sign-up individually or provide their information to the Township for data to be entered in-house. Post cards will be available on the lobby counter, The Link, and on the website.

**Adjournment:** Mr. Filipe made a motion to adjourn the meeting at 9:23 pm as Mr. Calore second the motion.