



## **WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD MINUTES FOR JANUARY 23, 2017**

The regular meeting of the Warrington Township Communications Advisory Board (CAB) was held on January 23, 2017, 7:30 p.m., at the Warrington Township Building located at 852 Easton Road, Warrington, PA 18976. The members in attendance were: Steven Filipe, Chairman; Mike Starner; Curt Wise; Jim Calore; Tom Whelans; and Millie Seliga, Board of Supervisors Liaison. Staff present was Christian R. Jones, Director of Water and Sewer/Assistant to the Manager; Ivy Ross, Secretary; and Mr. Jonathan Greiner, Project Manager/ Notify Lead for GeoDecisions.

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

**BOARD OF SUPERVISORS (BOS) LIASION, MILLIE SELIGA-** Mr. Jones introduced Ms. Seliga, the new liaison from the BOS, to the members of the CAB. All of the CAB members introduced themselves, and gave a brief description of their technical backgrounds.

**ELECTION OF BOARD OFFICERS-** Mr. Filipe asked that we table elections until the next scheduled CAB meeting.

**SPECIAL PRESENTATION OF NOTIFY BY GEODECISIONS-** Mr. Jonathan Greiner is the Project Manager of GeoDecisions, a division of Gannett Fleming. Mr. Greiner explained that Notify is a high speed alert notification system using Esri ArcGIS Online. This high speed communication tool, fully integrated with the ArcGISs online mapping system, uses voice call, texts and emails. Mr. Greiner explained that GeoDecisions had been using Rapid Response, but is converting to Notify. They are currently working for many neighboring Townships and Municipalities, including North Wales Water Authority, Bucks County Water and Sewer Authority, Horsham Water and Sewer Authority and the Doylestown Township Municipal Authority.

Mr. Greiner explained that this system delivers notifications which are cross device compatible, such as:

#### Emergency Notifications:

- Water Advisories
- Emergency Road Closures
- Hazardous Waste Spills
- Snow Emergencies

#### Courtesy Notifications:

- Hydrant Flushing
- High and Low Water Consumption

- Electronic Newsletters
- Shut Off Reminders

This system has many other capabilities to expand upon, if desired. Notify is only one piece of this system. There are many Apps, some that are free, that are part of ArcGIS online. There are also many different mapping systems and layers. Currently, Notify and Track are the two most popular parts of this system.

Following the presentation, Mr. Starner asked Mr. Jones if he would obtain a copy of Mr. Grainer's PowerPoint presentation for the future reference of the CAB.

### **APPROVAL OF MINUTES:**

#### **1. November 28, 2016**

- The Minutes of the meeting on November 28, 2016 were presented for a vote of approval. The CAB asked to vote on the minutes at the next meeting.

### **OLD BUSINESS:**

- Social Media Statistics-** Because of time constraints, the CAB will review the information handed out by Mr. Jones, and will discuss the information at the next meeting.

- Granicus Visitor Statistics--** Because of time constraints, the CAB will review the information handed out by Mr. Jones, and will discuss the information at the next meeting.

#### **4. Website Update-**

- Mr. Jones stated that Mr. Lee Greenberg's bio page has been added to the website. All of the bio pages have now been added, and this part of the website is now complete.

#### **5. Content for the TV Station**

- Ms. Ross stated that she has been continuing to research and gather videos for the Township TV channel. Mr. Jones said that Ms. Wilson will put these videos on the Township website and TV channel, as time allows.
- Ms. Ross had suggested that each night time committee produce a video discussing their initiatives and progress. Ms. Ross reported that both committees' she is a member of, the Environmental Advisory Council (EAC) and The Open Space and Land Preservation Committee (OSLCC) would like to produce a video. Ms. Ross asked the CAB for recommendations and guidelines for producing and editing these videos. Mr. Filipe offered to put together a set of guidelines. Ms. Ross also suggested that the CAB members take a look at the videos on the Doylestown Township website, as they are great examples.
- Mr. Filipe asked Mr. Jones if any of the BOS meeting videos have been converted and posted. Mr. Jones explained that the software has been installed, but no one has tried to see if it will work with previous videos. He will follow up with Ms. Wilson. Mr. Filipe asked if we have the output from Granicus, using software which can convert to a format that can be uploaded to TelView. Mr. Jones said that was in place.

#### **6. Bucks County Consortium: Cohen Law Group Franchise Fee Negotiations**

- Mr. Jones explained that there is nothing new to report since our last meeting. We are still under the existing agreement until the new agreement is negotiated.

## **7. Board Room and Equipment Upgrades**

- i. Mr. Jones said that there are no new updates on the Board Room and equipment upgrades since our last meeting. He explained that the Township would like to move forward with the planning process, however, he is not sure if the expansion and upgrades were approved as part of the 2017 budget.
- ii. Ms. Seliga asked what these improvements would consist of. Mr. Jones explained that the addition of new equipment, and a professional videographer, working the camera behind the scenes, would upgrade and improve production quality of the meeting videos. He also explained that to keep cost down, the Township Public Works staff would be able to work on the room expansion and other necessary physical room upgrades. Most of the costs would be associated with purchasing building materials and upgrading the equipment.
- iii. Ms. Seliga recommended that the CAB provide the Supervisors with information regarding benefit vs. cost of this project.
- iv. Ms. Seliga asked if it would be possible to use a volunteer from one of the schools to record, produce and edit the videos. Mr. Starner explained that in order to obtain a quality video, you need use professional services.

## **8. Video Streaming and Hosting Company**

- i. Mr. Filipe explained that back in 2011-2012 the CAB did extensive research on what video company to recommend to the Township. The recommendation was to bring on Granicus. At that time they were the gold standard. The BOS accepted the recommendation, and the Township has been using them since 2013. Mr. Filipe explained that problems have occurred within the last six months. The original camera had broken, and a new high definition camera was purchased and installed. Unfortunately, the new camera was not compatible with Granicus, and it should have been.
- ii. Mr. Jones explained that Township personnel were trying to work with Granicus customer service regarding the camera change out. Granicus quoted the Township a price of \$4,500 in order for the video streaming to work with the newly purchased camera. The Township was given no other options by Granicus.
- iii. Mr. Jones, as well as other Township staff is very unhappy with the customer service they are receiving from Granicus and decided to explore other options. Mr. Jones presented his findings to the CAB. He determined that there is a company who provides the same services as Granicus called Swagit. He explained that by using Swagit, the Township would save approximately \$4,038.00 per year. Mr. Jones is waiting to hear back from Swagit, as he still has some questions. Mr. Jones also explained that the contract with Granicus is ending in August 2017, and we do not have to renew it if we are not satisfied with their services.
- iv. Mr. Calore is concerned that Swagit is a small company and has not responded back to Mr. Jones despite two phone calls.
- v. Mr. Starner would like to hold Granicus accountable to their contract and give them another chance to work out the current issues. Mr. Filipe offered to send an email to Granicus to discuss how they can uphold their end of the current agreement.

**NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

**BOARD COMMENTS:**

- i. There were no Board comments.

**ADJOURNMENT**

Mr. Calore made a motion to adjourn the meeting at 10:13 PM; the motion was seconded by Mr. Wise. All were in favor.