



WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD

Minutes for May 16, 2022

The regular meeting of the Warrington Township Communications Advisory Board was held on May 16, 2022, at 7:17 p.m. at the Warrington Township Building and via Zoom. The members in attendance were James Calore, Chairman; Curt Wise, Vice-Chairman; Michael G. Starner and Tom Whelans, Members. Supervisors Vanessa Maurer and Dr. Michael Diorka were present in addition to Jacklyn Wilson, Communications Manager.

PLEDGE OF ALLEGIANCE

Mr. Calore called the meeting to order with a pledge to the flag.

ELECTION OF OFFICERS

The Board agreed to keep the status of James Calore as Chair and Curt Wise as Vice-Chair.

APPROVAL OF MINUTES:

1. March 21, 2022
 - a. A motion was made to approve the minutes of March 21, 2022, by Mike Starner and seconded by Curt Wise.

OLD BUSINESS:

2. Spyglass Update
 - a. Mr. Starner recommended that the questions listed in an email dated April 8, 2022, be satisfied to allow the group to analyze the current situation to make a proper recommendation. Once the Communications Advisory Board (CAB) has received this further information and data from the Township, they can make a recommendation in due time.
 - b. Mr. Starner stated that he would send an email to Barry Luber and Peter Kim with an outline of the proposed review process. The Spyglass Item should remain on the agenda for an update, if there is no update available, the item can be tabled for a future meeting.
3. Public Access Channel Update
 - a. The equipment for the public access channel has been accessed and updated by TelVue. A new platform is being utilized for posting to the channel.
4. 2021 Annual Report
 - a. Mr. Starner provided a brief review of his presentation and mentioned the feedback from the Board of Supervisors. It has been recommended that the CAB provide facts and or safety tips about technology to the public by utilizing the newsletter outlets of E-Link or The Link.

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5. The Goals have been submitted to the Executive Assistant to the Township Manager, Jeanine (Jen) Fielding
 - i. The CAB offered to assist with projects upcoming in the township. The group briefly discussed the community room project at Lion's Pride Park. CAB members questioned the planned usage of the room and inquired about what type of technology the building was going to have.
6. Website Update
 - a. Mrs. Wilson indicated that the Website could use a refresh, and an upgrade on the backend to keep up with today's technology. Mrs. Wilson requested that the CAB review municipal-friendly sites and assist with making a recommendation to upgrade the website in the next year. Mr. Calore recommended that a list of items be put together that would meet the Township's needs in providing information to the public.
 - b. Items to consider are an Action Line Platform, Online Calendar, and making sure the website is ADA Compliant.

NEW BUSINESS:

7. Franchise Fee Revenue History
 - a. Mr. Starner reviewed the Franchise agreement and requested to continue to provide the last 4 annual amounts and provide on future meetings. The item was requested to remain in the old business category of future agendas.
 - b. National data shows that cable revenues are decreasing as time goes on, as more people are streaming, and fewer people are utilizing cable services.
8. Review the Application of Mr. Sulaiman to Join the Communications Advisory Board
 - a. Mr. Starner made a motion to recommend accepting the application of Mr. Yasar Sulaiman to the CAB. Mr. Wise seconded the motion. The Board was able to speak with Mr. Sulaiman during the meeting via Zoom. The recommendation will be forwarded to the Board of Supervisors to approve his application.
9. Monthly Newsletter, E-Link
 - a. Mrs. Wilson informed the board of any tips or information that they're able to provide to the public should be submitted for the E-Link by the 20th of each month.

BOARD COMMENTS

1. Scheduling of next CAB meeting including confirmation of regular meeting schedule. The CAB meets every other month on the third Monday. The remaining 2022 schedule will be as follows:
 - a) Monday, July 18, 2022
 - b) Monday, September 19, 2022
 - c) Monday, November 21, 2022

ADJOURNMENT

- a. Mr. Starner made a motion to adjourn the meeting at 8:10 PM, and was seconded by Mr. Whelans, the motion was approved unanimously.