

April 12, 2023, Communication Commission Meeting

Members Present: Dave Deegan, Bill Morris, Sara Thurston

Members Absent: Isaac Frazier, Amanda Gaskill, Kristin Mathieson, Theresa Six, Jim Michaelson,

Alternates Present:

Alternates Absent:

Liaison Present: Heather Flaim and Jonathon Keen

Liaison Absent:

Guest Present None Scheduled

Meeting called to order at 7:00

Flag salute

Sara made motion to approve minutes, 2nd by Jonathon Keen

Bill advised that Channel 9 system has gone down 3 times over the last 5 weeks. The Township Administrator is on top of it, and we know that the issue is. The Battery backup unit is failing, it was down for 1 ½ hours this past weekend. Next time our IT vendor is on site Matt will have them check it and make recommendations on replacement; per Dave we bought the battery when we moved the equipment from Delsea from best buy just to avoid this issue for a backup. Unit probably is not under warranty.

Process for videos: Twp Clerk (Barbara) forwarded videos through google drive, video are then transfers to station managers for rendering and loading to cable channel and placed on township YouTube channel.

When Township switch from google email to outlook you tube went down for an hour. Twp stayed with google drive for file transferability due to file sizes.

Bill handed out the Analytics You-Tube, after website redesigned, we will get Analytics for the website.

Jonathon, view by source and explained what Apps people are using to access our YouTube station.

Sara gave updates on web redesigned; May is the date of presentation. The next item will be the Wireframe.

Jonathon asked what application they are using for Wireframes? We do not know.

Bill suggested that because of the amount of space we are paying for we might want to place all videos from our YouTube station there as backup storage. Currently we have videos from 2020 to Current.

Per Sara, we have all documents she receives on webpage, some are unpublished but still there, she has to see what the rules are for saving documents for Township to retain.

Dave made suggestion to ask Matt Finley what the retention time to save documents for Township.

Bill suggested since we have the space that we keep all the resolutions we currently have on website (2011 to current). No reason to OPRA what is on line.

Jonathon questioned what package deal can we rec'd on station to make more affordable.

Per Dave Contract is automatically renew.

Jonathan, what are we using to store on Google drive?

Bill pulls from google drive and after render videos are place on station and YouTube.

Bill can check his hard drive to see volume of storage used for twp. videos.

Johnathon, it may be a good idea to put some information on website, and just advise that we will keep for one (1) year for example.

Bill does not know what Barbara's storage capacity as far as archiving information.

Jonathon suggested that people could go on Township Website and view on there.

People are asking why meetings agenda and minutes are not on Township Website timely; per Bill.

Bill has requested the any meeting environmental has on zoom that the host tape meetings and send for posting on station and YouTube.

Heather, met with the Historical Society and they asked if there was a way they could give us information quarterly. She advised the Historical Society that she would check. They just want more exposure. Heather questioned Sara; can they email information to? Sara advised that would be fine, it would cover their meetings and what is going on.

Bill suggested we also place the information for the Historical Society on Channel 9 also.

Sara advised that we may be able to do slides on our web page, she will look into it.

Heather questioned Sara; how much content can they send? Bill advised 30 seconds to a minute, Sara will check.

Jonathon suggested that maybe we could put tutorials on the websites, for instance the questions that are most asked, similar to a You Tube video? Dave advised that would be a great idea to have this information available to Township residents.

Bill likes the idea of more information and with shorter amounts of time.

Bill question Sara; Any issues with Web page? She advised not really but there are some trouble with applications.

Bill questioned how Sara gets minutes; Sara advised that she receives via an email, whenever they send Sara post information on Website. Sara also gets the agenda's and minutes via email.

Heather also suggested that we reach out to the library to see if they would like to post information important to the library and what they have available; Bill advised that he has reached out to Library.

Bill questioned; Do you think it would be wise to post Township roads and County roads in Township, so they know who to call if there is an issue? It was agreed this is not needed.

Heather made motion to adjourn, 2nd by Sara.

Meeting adjourned 7:45

Analytics You-Tube Channel	
2023	4/12
Number of active subscribers	102
New Subscribers	4
Total Views since 2021	7,850
Audo only last 7 Days	0
Total access last 7 days	59
Views last 28 days	774
Not Subscriber	634
Subscriber	140
View by Device	774
Mobil Phone	366
Computer	265
TV	103
Tablet	40
View by Source	
Facebook	30
Google Search	7
Gmail	5
com.samsung.android.messaging	5
android.gm	3
Verizon messages	2
Instagram Messenger	1