

Lower Makefield Township
Electronic Media Advisory Committee
January 10, 2013
Meeting Minutes

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| Present: | Zachary Rubin, Chairman Joseph Ader Lisa Gage | David Kelliher Dennis O'Brien |
| Absent: | Joshua Waldorf | |

The January 10, 2013 meeting of the Lower Makefield Township Electronic Media Advisory Committee was called to order at 7:30PM. Mr. Rubin informed the group that Dan McLaughlin is the new Supervisor Liaison for the EMAC.

Approval of November 8, 2012 EMAC Meeting Minutes – The November 8, 2012 EMAC meeting minutes were unanimously approved, as written.

Terry Fedorchak, Township Manager – Mr. Fedorchak was in attendance at Mr. Rubin's invitation, to discuss the LMT website. At the November meeting, Mr. Rubin had asked EMAC members to look at the website and be ready to make comments at this meeting. Mr. Waldorf, who was not able to attend the meeting, had forwarded a comprehensive, ten page document to the EMAC as well as to Mr. Fedorchak.

One of the major concerns discussed in November had been the fact that wireless is not available at all downstairs in the Township building, and it is available on only a limited basis on the main floor. Mr. Rubin had spoken to Mr. Fedorchak about that after the November meeting. Mr. Fedorchak had done some research and discovered that the cost to expand wireless is not too great. Consequently, he will ask DMX to expand wireless on the first floor and add it downstairs.

In response to Mr. Rubin's question about who is responsible for keeping the website current, Mr. Fedorchak said each committee and department has control over their own website material. He will send an e-mail to the committee chairs asking them to assign one of their members to be website administrator. In moving forward, Mr. Fedorchak will assign Township staff to address some of the issues raised in Mr. Waldorf's document as well as address some of the suggestions made by other members of the EMAC. However, he indicated that there are some things that the staff does not have the training to do. He plans to bring Mike Spillane in to do additional training with the staff and will find out from Mr. Spillane if there is software that needs to be updated.

Because of Mrs. States' departure, Mr. Fedorchak is planning to hire someone part-time. He is close to getting staff in place.

There was a suggestion made that there should be a place on the website to list upcoming events. Mr. Kelliher will follow up on that suggestion.

There was discussion of taking greater advantage of social media, such as Twitter and Facebook. It was felt it would be particularly helpful in case of emergencies. Mr. Fedorchak mentioned that, though he

prefers Twitter, thinking it is easier to control, Chief Coluzzi has responsibility over emergencies, and he would be the one to make the decision.

Old Business – Mrs. Gage talked about the veteran video she has been working on. She mentioned that it will be widely disseminated and will be used to help raise money for the Veterans monument.

New Business – Mr. Rubin will invite Bob Smith, from Comcast, to attend the March EMAC meeting.

With no further business to discuss, the January 10, 2013 meeting of the Electronic Media Advisory Committee was adjourned at 8:45PM. The next meeting of the EMAC will be held on March 14, 2013 at the LMT municipal building at 7:30PM.

Respectfully Submitted,

Jeanne Bray, Recording Secretary