

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION MEETING
MINUTES
FEBRUARY 22ND, 2020**

The Dover Township Board of Supervisors' Work Session Meeting for Monday, February 22nd, 2021, was called to order at 6:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Municipal Building. Supervisors present were Charles Richards, Robert Stone and Stephen Parthree. Supervisor Michael Cashman was present by means of telephone communications. Township Representatives in attendance were Laurel Oswalt, Township Manager, John McLucas, Township Zoning Officer; Nathan Stone, Dover Township IT Specialist, Tiffany Strine, Township Secretary. There was one member of the public present. This meeting is being recorded for the purpose of minutes only.

Discussion on Board of Supervisors Meeting Room Technology Updates

Mr. Nathan Stone, Dover Township Technology Specialist, introduced discussions regarding technology updates to the Board of Supervisors Meeting Room. N. Stone stated that he has worked with Township staff to create technology updates solutions to upgrade the Board of Supervisors meeting room, making the meeting room more efficient and adaptable to best serve the Township and community needs. N. Stone stated that he would like to gain input from the Board of Supervisors on the options available.

N. Stone began by providing the full Board of Supervisors with some background knowledge on current Board of Supervisor meeting room applications. The Board of Supervisors meeting room currently utilizes a sound system comprised of speakers, microphones/mixer audio receivers and wiring from 1999. Various concerns have been voiced with the diminished functions of the current system and increasing difficulties in properly functioning hardware, such as the current microphones/mixer audio receivers utilized to speak to the public forum. N. Stone added that various components have had to be replaced overtime, such as the audio recorder in September of 2008, yet still providing a low-quality performance.

N. Stone stated that project objectives and goals in the Board of Supervisors Meeting Room Technology updates are to include permanent meeting room setup, address outdated equipment, enable the ability to host virtual meetings if needed, multiple viewing angles for attendees, independent navigation during meetings, presentation mouse to display on all screens, better cable management or wireless and enable interactive processes and abilities to save markups and details.

N. Stone presented three potential project options to upgrade the technology of the Board of Supervisors meeting room.

Option one (1) is to upgrade the current setup of the Board of Supervisors meeting room. N. Stone qualified that option one is to include new widescreen, HD monitors, updated microphones, new receiver, microphone, mixer and recorder, new speaker system and wiring as

well as ceiling mounted projectors. N. Stone presented the pros and the cons associated with option one. The pros acknowledged, for option one, consisted of option one being a straightforward project replacing the current setup, most all work could be completed in-house and it's the less expensive option. The cons acknowledged consisted of option one utilizing some of the same type of dated technology, there is no independent control and option one is not functional for remote meetings.

N. Stone qualified the pricing for Option one (1) would equate to an estimated total of eleven thousand two hundred dollars (\$11,200.00).

Option two (2) is to utilize Promethean Boards within the Board of Supervisors meeting room. N. Stone qualified that option two is to include ten (10) iPads with Wi-Fi capability, wall mounted interactive Promethean Boards and mounted personal computers to the Promethean Boards. Notation was made that option two will retain the current speakers in place within the Board of Supervisors meeting room. The pros acknowledged, for option two, consisted of the elimination of microphones and most wiring, the Promethean Boards are touchscreen and interactive, top of the line technology, time saving for documentation perspective, reference tools available, annotations and markups on the Promethean Boards can be made available and saved, allows the use of multiple users for various meetings, presentations, trainings and public interaction and the Promethean Boards utilize existing software in house. The cons acknowledged consisted of option two's Promethean Boards being most expensive.

N. Stone qualified the pricing for Option two (2) would equate to an estimated total of twenty-one thousand two hundred forty-two dollars and fifty-two cents (\$21,242.52). Notation was made that this option is under planned budget.

Mr. Grant Wilson is a Senior Sales Engineer at Promethean in Portland, Oregon Area. Mr. Wilson presented the highlights of what a Promethean Board has to offer in many atheistic and customizable ways. Functionality is highly appropriate within the performance of Promethean Boards. Mr. Wilson demonstrated the every-day use functions of the Promethean Boards as well as capabilities that will be afforded especially to public meetings. Annotations can be made on Promethean Boards and saved for future uses.

Option (3) is to enable a hybrid scenario for the Board of Supervisors meeting room. N. Stone qualified that option two is to include (10) iPads with Wi-Fi capability, wall mounted televisions, new speaker system and wiring and computers that will be located within the Board of Supervisors meeting room closets. The pros acknowledged, for option three, include that the televisions to be purchased within option three are less expensive when compared to Promethean Boards. The cons acknowledged, for option three, include that televisions are not touchscreen or interactive and no detailed mark ups or annotations can be made on the presentation.

N. Stone qualified that pricing for Option three (3) would equate to an estimated total of fourteen thousand one hundred ninety dollars (\$14,190.00).

Manager Oswald stated that there is much more usability, functionality, and opportunity to improve workflows within Option two (2).

R. Stone qualified that operating as efficiently as possible for the needs of the Township is crucial.

The full Board of Supervisors collectively decided as though Dover Township is moving in the right direction with the proposed Board of Supervisors Meeting Room Technology updates and placed confidence in their decision to pursue Option two (2) the Promethean Boards and the additional items described within Option two (2) to include ten (10) iPads with Wi-Fi capability, wall mounted interactive Promethean Boards and mounted personal computers to the Promethean Boards.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 7:00 PM and the Full Board of Supervisors then entered into the regularly scheduled Board of Supervisors Meeting.

Respectfully submitted by:

Tiffany Strine, Recording Township Secretary