

**BOROUGH OF KUTZTOWN
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES
COMMITTEE MEETING
MINUTES OF April 7th, 2026**

A regular meeting of the Telecommunications and Information Technologies Committee was held on April 7th.

The meeting was called to order at 6:00 pm by Ms. Lisa Ladd-Kidder

Members present were Ms. Lisa Ladd-Kidder, and Ms. Katharine Keegan, George Kusterer

Also in attendance: Mr. David Horvath, IT Director and Gabriel Khalife, Borough Manager

Public attendance: No Public

APPROVAL OF MINUTES

March 3rd, 2026, minutes were reviewed, and a motion was made by Ms. Lisa Ladd-Kidder moved by Ms. Katharine Keegan and seconded by Mr. George Kusterer to approve the minutes.

PUBLIC COMMENTS

None

Main Topics:

- Ongoing Information Technology (IT) Projects: Updates on various hardware and software upgrades.
- New IT Initiative: Thin Client Operating System Migration: A proposal to switch from Windows to a Linux-based OS for thin clients.
- Records Management Revitalization: A discussion on the current state and future needs for borough record keeping.

- Administrative Transition for IT/Internet Oversight: Handover of recurring compliance and payment tasks due to a staff member's departure.

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Key Discussions and Updates:

I. Old Business (Ongoing IT Projects)

- Train Station Audio/Video Project:
 - Awaiting new microphones, expected by April 14th.
 - Installation and testing are planned before the May council meeting to enable video and audio recordings.
- Calix Upgrade:
 - Lab environment testing of the Optical Network Terminal (ONT) was successful.
 - Training for IT staff (including Sharon and telecom crew) is scheduled.
 - Live customer migration will be phased over a year to spread out costs.
 - A significant credit of approximately \$24,000 from returned idle equipment will partially offset costs for new purchases. This system is expected to last 10-15 years.
- Windows 10 to 11 Upgrade:
 - Four machines remain to be upgraded, with completion expected this month. This will finalize the project for current Windows versions.
- Sentinel One Antivirus Software:
 - Deployment is in progress; all police department machines are done.
 - Council laptops and one other laptop still need the new antivirus software installed.

II. New Business (Thin Client Operating System Migration)

- **Problem:** Thin client machines (used in administration, code, and police offices) currently run Windows OS. Frequent Windows updates, lack of support for older versions, and security vulnerabilities necessitate costly hardware replacements (approx. \$300 per unit for 12 machines) every two years. Regular wiping and reinstallation are also required.
- **Proposed Solution:** Replace the Windows operating system with a Linux-based OS on the existing, robust hardware.
- **Benefits:**
 - **Cost Savings:** Eliminates the need to purchase new thin clients every two years.
 - **Stability & Reduced Maintenance:** Linux is a more stable, smaller package with fewer glitches and changes, reducing the need for frequent updates and maintenance.
 - **Seamless User Experience:** Users will not notice a difference as the connection to virtual machines remains the same.
- **Cost:** Approximately \$300 for 10 Linux licenses.
- **Status:** Proposed as a more cost-effective and manageable solution.

III. Records Management Revitalization

- **Concern:** The borough's record-keeping system is inconsistent, leading to important documents (e.g., water supply agreements, planning commission records) existing primarily as hard copies, often unindexed or difficult to retrieve.
- **Historical Context:** Roughly eight years ago, a company was engaged to digitize records, but the project stalled because the necessary groundwork of identifying, categorizing, and scanning documents was not completed by internal staff.

- **Current Situation:** While some agreements are digitally cataloged, a significant backlog of hard copies persists. The current secretary often delegates scanning to another staff member, leading to delays.
- **Proposed Way Forward:**
 - Explore professional services that can digitize historical documents and maps, store physical copies securely, and integrate with existing digital environments like Microsoft 365.
 - Acknowledge the need for internal staff commitment to do the initial hands-on work of identifying and organizing documents for digitization.
- **Immediate Action:** Transfer personal computer files related to borough business to the administrative cloud to ensure proper record keeping and accessibility.

IV. IT/Internet Administrative Handover

- **Context:** Gabriel Khalife is leaving and needs to transition responsibilities for FCC and Internet-related compliance and payments.
- **Tasks:** Involve quarterly, monthly, and yearly payments and filings, mostly related to the FCC.
- **Assistance:** Attorney consulting firms provide support for filings and send payment reminders. Robocalling compliance is managed through a third-party provider (Momentum) and guided by a law firm (DWT).
- **Training:** Sharon and the incoming staff member are being briefed on these tasks, acknowledging that the infrequent nature of some filings makes retention challenging, but comprehensive notes and external reminders are in place.
- **Process Improvement:** Internet customer reporting has been streamlined from manual scanning to direct Excel conversion with IT support.

ADJOURNMENT

There being no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Ms. Keegan to adjourn the meeting. The motion passed and the meeting was adjourned at 6:31 pm.