

**BOROUGH OF KUTZTOWN  
TELECOMMUNICATIONS AND INFORMATION  
TECHNOLOGIES COMMITTEE MEETING  
MINUTES OF August 6th, 2024**

A regular meeting of the Telecommunications and Information Technologies Committee was held on July 2nd, 2024.

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

Members present were Ms. Lisa Ladd-Kidder, Mr. Fred Engelhardt, and Mr. George Kusterer

Also in attendance: Mr. David Horvath, IT Director, Shawn Kramer (Lantek)

Public attendance: No public attendance

**APPROVAL OF MINUTES**

June 2nd, 2024, minutes were reviewed, and a motion was made by Ms. Lisa Ladd-Kidder and seconded by Mr. George Kusterer to approve the minutes.

**PUBLIC COMMENTS**

None

**OLD BUSINESS FOR IT DEPARTMENT**

- 1) Mr. David Horvath stated that the Avtech Room Alert monitoring systems for both the Borough NOC and KPD NOC were installed and working.
- 2) Mr. David Horvath explained that the customer at 326 West Walnut Street has not returned any calls regarding reimbursement for internet service at his residence. The committee members agreed no further communication needs to be made at this point.
- 3) Mr. David Horvath explained that there has been no significant bandwidth utilization even after the increases to the Calix bandwidth profiles. Mr. David Horvath stated that there may be an increase in bandwidth utilization when the Kutztown University students return.
- 4) Mr. David Horvath discussed with the committee the Calix Gigaspire and how this can be utilized for both residential and business customers and would need to investigate what would be charged as a rental fee for

the equipment. The committee approved moving forward with this information gathering and to discuss at the next meeting. Mr. David Horvath also explained that he is still working on getting quotes for the replacement of the C7 legacy equipment and should have a dollar amount for the September meeting.

### **NEW BUSINESS FOR IT DEPARTMENT**

- 1) Mr. David Horvath discussed with the committee the need to have internet service level agreements (SLA) with business and residential customers. Mr. Shawn Kramer, from Lantek, offered assistance with this since Lantek has templates that Kutztown may be able to utilize for this purpose. Mr. David Horvath stated that he will follow up with Mr. Shawn Kramer regarding this and bring the information to the next committee meeting.
- 2) Mr. David Horvath discussed with the committee the utilization of the Regroup Mass Notification system for advertising Kutztown Events and Local Business events through the SMS and email features of Regroup. Mr. Frederick Englehardt stated that he would like current users on Regroup to be able to opt-in to these notifications that are not emergencies. Mr. David Horvath stated that there is a way through Regroup to create a form to send out through Regroup that would allow people to opt-in. Mr. David Horvath stated that he will research this and update the committee at the September meeting.

### **OLD BUSINESS FOR TELECOM DEPARTMENT**

None

### **NEW BUSINESS FOR TELECOM DEPARTMENT**

### **OFF AGENDA**

Mr. David Horvath explained that some of the businesses in Kutztown that are active Kutztown Internet subscribers have Kutztown owned equipment, such as routers and switches, installed in their business but are not being charged for a rental fee for the equipment. Mr. David Horvath also stated that there are some bulk internet customers that have Kutztown owned equipment that are managed by Kutztown and there are some bulk internet customers that do not have Kutztown owned equipment installed. Mr. David Horvath explained that he would like to contact the active bulk customers

that do not have Kutztown owned equipment to discuss installing Kutztown equipment on their premises to manage. Also, to create an agreement for bulk and business customers which would include charges to manage the networking equipment for them. The committee agreed to have Mr. David Horvath investigate this and discuss it at the September meeting.

#### **ADJOURNMENT**

There being no further business to discuss, a motion was made by Ms. Ladd-Kidder and seconded by Mr. Kusterer to adjourn the meeting. The motion passed and the meeting was adjourned at 6:37 pm.