

**BOROUGH OF KUTZTOWN
TELECOMMUNICATIONS AND INFORMATION
TECHNOLOGIES COMMITTEE MEETING
MINUTES OF February 4th, 2025**

A regular meeting of the Telecommunications and Information Technologies Committee was held on February 4th, 2025.

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, Mr. Gabriel Khalife, Borough Manager

Public attendance: No public attendance

APPROVAL OF MINUTES

November 5th, minutes were reviewed, and a motion was made by Ms. Lisa Ladd-Kidder, first by Fred Engelhardt and seconded by Mr. George Kusterer to approve the minutes.

PUBLIC COMMENTS

None

OLD BUSINESS FOR IT DEPARTMENT

- 1) Mr. David Horvath updated the committee on the SCADA project and stated that the new workstations are in place and operating and that the representative of Keystone Engineering will be doing some cleanup work over the next couple weeks. Mr. David Horvath explained that the SCADA workstations are isolated on their own network and cannot be reached through the Borough Office network for better security. Also, the Maxatawny equipment has also been isolated from any other Borough equipment except the SCADA workstations, improving security.
- 2) Mr. David Horvath provided an update on the Extreme Wi-Fi access point evaluation project. There are 2 Wi-Fi Access points that are on evaluation, one is at the Code Office and the second one will be installed at the Public Works building. The analytics and performance are

impressive, but Mr. David Horvath stated that a decision on purchase can be made once the evaluation is completed.

- 3) Mr. David Horvath provided an update on the security at the Water Filtration plant. The camera is online and working, it is configured for analytics and both the Water Plant Supervisor, and the Kutztown police will receive alerts via email when a person is close to the Water Plant water towers.
- 4) Mr. David Horvath updated the committee on the new phone, by CapTel, for the employee suffering from hearing difficulties. The new phone is working, and the employee is very pleased with the results.
- 5) Mr. David Horvath updated the committee regarding internet speeds and pricing stating that this has been successful and is completed. All customers have been moved to the new plans.
- 6) Mr. David Horvath gave an update on the Calix equipment upgrade and migration project. The first round of equipment is expected to arrive in April 2025. This equipment will be installed and configured to all the Telecom crew to begin to migration Hometown Utilicom customers to the new Calix AXOS platform. This project will be a work in progress over the next 2 years.
- 7) Mr. David Horvath provided an update on the replacement of the Fortigate equipment. Mr. Horvath explained that the current equipment is under support for 1 more year and will continue working on getting quotes to replace the equipment for 2026. As quotes are received, they will be brought to the committee's attention.

NEW BUSINESS FOR IT DEPARTMENT

- 1) Mr. David Horvath opened with a discussion regarding charging Hometown Utilicom internet customers for office hours and after-hours work. After much discussion, an agreement was made. This will be put on the agenda for the next council meeting for discussion.
 - If a member of the telecom staff receives a call after hours and the problem is with the customers equipment or Borough equipment, a minimum of 1 hours will be charged at a rate of \$54.00/hour. The customer will be informed that a charge will be applied if this problem cannot wait until the next business day.
 - If a member of the telecom staff receives a call during office hours, and requires the telecom staff member(s) to visit the customers premise, a ½ hour, \$27.00, charge will be applied

if it is the customers equipment, if it discovered to be the Borough's equipment, no charge will be applied.

OFF AGENDA ITEMS

- 1) Mr. David Horvath stated that he was investigating pricing for the Borough's Microsoft 365 subscription to find lower costs. Mr. David Horvath stated that he received pricing from one vendor, Data Link Networks, and the cost came to a savings of approximately \$400 per month. Mr. David Horvath is going to contact other vendors and get quotes to bring to the next committee meeting.
- 2) Mr. Gabriel Khalife discussed with the committee the various FCC filings that have been completed for Hometown Utilicom Internet and Phone customers and any relevant costs for the respective filings.

ADJOURNMENT

There being no further business to discuss, a motion was made by Mr. Kusterer and seconded by Mr. Engelhardt to adjourn the meeting. The motion passed and the meeting was adjourned at 6:36 pm EST.