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

A regular meeting of the Telecommunications and Information Technologies Committee was held on March 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

Public attendance: Mr. Eric Boyer(resident)

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
Mr. Eric Boyer discussed how the Borough communicated to its customers the recent internet package bandwidth and price changes. Mr. Eric Boyer stated that he didn't receive notification of these changes, and his price was increased by $15.00 without his approval. Mr. Eric Boyer did call the Borough offices to have his internet package changed back and was credited for the time he was placed in a different package.

Mr. David Horvath explained the various ways the Borough communicated to the public about the internet package and price changes which included billing insert, resolution was advertised on the Borough Website and in the Reading Eagle newspaper, the updated pricing sheet was available on the Kutztown Borough Website and in the office. There was phone numbers provided for customers to call and make internet package changes and there was an online form available for customers to utilize to change their internet packages. This was all done a month before the new packages and pricing would take effect.

After the discussion, it was agreed that the Borough would provide an opt-in form to all customers if the internet package pricing and bandwidth were ever changed again.

OLD BUSINESS FOR IT DEPARTMENT
1) 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 evaluation is almost complete, the Wi-Fi access points (WAPs) have impressive tools for analytics and testing but, this is not currently needed since the IT department has several Wi-Fi tools in place. The cost for Extreme WAPs is almost triple compared to what the Borough is currently utilizing so the decision is to not move forward with Extreme WAPs at this time.
2) Mr. David Horvath provided an update on the research for Microsoft 365 Subscription pricing. Mr. David Horvath received two quotes, one from Omega Systems and the second from Data Link Networks. Currently, Data Link Networks has a better price which will offer the Borough savings from their current M365 vendor, Ricoh. Mr. David Horvath stated he is going to acquire one more quote and then a decision will be made.
3) Mr. David Horvath updated the committee on the Cisco DUO MFA and stated that DUO is now being implemented in the Police department and is working well. Mr. David Horvath stated that he should be able to complete this project by the end of March, beginning of April, and would also need to implement this in the administrative office.
4) Mr. David Horvath has opened discussions with the Committee regarding the fees for Telecom office hours and after-hour calls. With the changes discussed it was decided that a script would need to be created and approved by the Borough Manager and the committee. Mr. David Horvath stated he will draft a script for the next committee meeting.

NEW BUSINESS FOR IT DEPARTMENT
1) Mr. David Horvath opened with a discussion regarding offering Lantek rack space for their equipment in the Borough Network Operating Center. After deliberation, it was decided that Mr. David Horvath should draft an agreement and bring this to the next committee meeting.

2) Mr. David Horvath conducted a discussion regarding the Telecom Advisory Committee (TAC) to determine if this committee was necessary. After much discussion, the committee decided that TAC was no longer necessary, and this committee is to be dissolved with much appreciation to its members.

OFF AGENDA ITEMS
1) Mr. David Horvath began a discussion regarding renting internet equipment to customers. Calix, the current fiber optic system vendor that the Borough of Kutztown utilizes, has many options for customer equipment. By utilizing this equipment in a residential home, this would allow the telecom department to troubleshoot internet problems with the router before dispatching technicians to the customers resident. The committee approved researching this further and discussing it at the next committee meeting.

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 6:37 pm EST.