

**BOROUGH OF KUTZTOWN  
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES  
COMMITTEE MEETING  
MINUTES OF March 3rd, 2026**

A regular meeting of the Telecommunications and Information Technologies Committee was held on March 3rd.

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

Public attendance: No Public

**APPROVAL OF MINUTES**

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

**PUBLIC COMMENTS**

None

**Old Business**

**Project Updates:**

- **Train Station Improvements:**
  - Parts have been ordered for upgrades, including microphone replacements.
  - The project is expected to be completed within the next month (March/April).
  - The improvements are within budget and considered impressive.

- **Calix Upgrade:**
  - Switches have been configured, and a recent reboot confirmed configuration retention.
  - The next step involves testing phones on the new system before migrating users.
  - This is anticipated to take one to two months of testing.
- **Windows 10 to 11 Upgrade:**
  - The upgrade is nearing completion, with only a few virtual machines and specific individuals' machines left to convert.
  - Police department machines are already upgraded.
  - Completion is estimated within the next one to two months.
- **Unitrends Kaseya (Disaster Recovery):**
  - The new appliance has been configured and is successfully performing backups to the cloud and an offsite location.
  - Testing backups will continue to ensure data integrity.
  - This project is considered finished.
- **Sentinel One (Antivirus Software):**
  - This is an ongoing project to implement new antivirus software.
  - Removing the old antivirus agent and installing the new one is proving to be a manual and time-consuming process due to issues with the removal script.
  - Progress is being made, but it is taking longer than expected.

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**Policy and Usage Discussions:**

- **Internet Usage Policy (Firewall/Router Logs):**
  - A recent email was sent to all staff regarding the misuse of borough equipment for non-business-related activities like game sharing and web chats.

- This activity is a security risk and is being logged by the firewall.
- Continued violations will be reported, as individuals can be identified through computer logs.
- This is considered a written warning. Sentinel One does not prevent this type of activity, but it would flag malicious sites.

#### Data Center and Infrastructure:

- Storage Area Network (SAN) Replacement:
  - The current SAN, which stores virtual machines and video data and is approximately 100 terabytes, is nearing its end of life by the end of the year, meaning it will no longer be supported.
  - A quote for a replacement SAN is \$36,813.
  - This is proposed as a budget item for next year.
  - A "net 90" payment term allows for ordering in September/October and billing in January 2027, ensuring the new system is in place before the old one expires.
  - The old SAN's parts might be salvageable for some resale value.

New Business - Mr. David Horvath presented the Committee with the following new items

- Phone System Upgrade:
  - A quote for replacing the entire phone system across all borough offices is \$22,000.
  - The current system has four years of support remaining, but the vendor will cease support after that.
  - Given potential future price increases in electronics, there's a discussion about potentially moving forward with this upgrade

sooner rather than later, possibly next year, contingent on further discussions.

- The new system will feature Yealink phones and offers flexibility, such as enabling virtual extensions for employees who don't require a physical desk phone, potentially saving costs.

#### **Billing and Mailer:**

- Updated Billing Rates:
  - Updated labor and equipment rates have been finalized and will be included in a mailer.
  - This mailer will be sent out with the next billing cycle, starting April 6th, and will also be posted on the website and Facebook.
  - A clause was added allowing technicians discretion for minor, on-site fixes during business hours without charge.
  - No further approval from the council is needed as it was previously approved.

#### **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 6:18 pm.