BOROUGH OF KUTZTOWN
TELECOMMUNICATIONS AND INFORMATION TECHNOLOGIES
COMMITTEE MEETING
MINUTES OF October 6th, 2026

A regular meeting of the Telecommunications and Information Technologies Committee was held on October 6th, 2026.

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

Members present were Ms. Lisa Ladd-Kidder, and Mrs. Patricia Snyder

Also in attendance: Mr. David Horvath, IT Director, Sharon Dalickas, Finance Director, Andrea Coaxum, Borough Manager and Gina Wiand Borough Secretary

Public attendance: Robert Weller

Key Discussions and Updates:

I. Administrative Items

- **Minutes Approval: Minutes for August and September were approved.**
- **Internet Outage Notification: A brief internet outage (5-10 minutes) is scheduled for 9 AM tomorrow to migrate customers from the old Calyx system (C7) to the new SMX system. This involves physical fiber optic cable movement but should not affect static IPs beyond the downtime.**

II. Old Business - IT & Telecom Operations

- **Bullfish (Phishing Campaign Software):**
  - **Used to send simulated phishing emails to borough employees, including council members, to test their ability to identify and avoid phishing attempts.**

    - **Monthly reports show who fell for the phishing attempts.**
    - **Includes mandatory monthly training videos (under 5 minutes) and quizzes, with reports on training completion. The goal is 100% participation.**
    - **Committee members inquired about receiving training emails; a sample will be sent out.**
- **Inky Email (Spam Filtering):**
    - **Filters incoming emails for spam and phishing before they reach employee inboxes, displaying banners in Outlook for detection.**
    - **A recent successful detection prevented a phishing attempt from another hacked municipality.**
- **Pathcom Phone System Upgrade:**
    - **Equipment has been ordered and is expected soon.**
    - **A lab environment will be set up for testing and training of new phones.**
    - **Installation is planned for November, pre-programmed phones will replace older models.**
- **VMware to Proxmox Migration:**
    - **Migration to a new hypervisor/virtualization platform is in progress.**
    - **This involves moving from one virtual machine platform (VMware) to another (Proxmox), which allows sharing server resources (memory, storage) among multiple virtual machines (e.g., Windows, Linux).**
    - **This system enables the use of low-cost "thin clients" ($200) instead of expensive desktops ($1200-$1500), offering significant savings.**

- **Avigilon Security Camera System Upgrade:**
  - **The town's security camera system is being upgraded from Avigilon ACC7 to the new Avigilon Unity platform.**
  - **Cameras for the new Public Works building will also be integrated into the Unity system, consolidating all security cameras under one platform.**
- **Fortigate Main Router Replacement:**
  - **The existing main internet router (Fortigate 1500D) is old and being replaced with a new 1800F model.**
  - **Configuration files have been migrated, and testing is underway.**
  - **A brief, pre-notified outage (approx. 2 minutes) for the switchover is planned for a maintenance window, likely early Sunday November 15th morning.**
- **New Public Works Building Update:**
  - **IT and telecom wiring and security camera installations are progressing in coordination with the construction.**

III. New Business - Budget & Strategic Initiatives

- **2027 IT Budget Proposal:**
  - **The total projected IT expense for the borough is $261,248.80.**
  - **The IT department does not generate revenue; its costs are distributed as expenses across various General Ledger (GL) accounts of different borough departments, based on usage percentages.**
  - **The committee will receive a detailed list of GL account numbers and their corresponding names for better understanding.**

- **2027 Telecommunications Budget Proposal:**
  - **Telecom operates as a separate fund with its own revenue and expenses.**
  - **Financial Outlook: For 2027, projected revenue is $904,000 against expenses of $986,000, indicating a projected deficit. Historical data also shows periods where expenses exceeded revenue.**
  - **Sustainability Concern: The current deficit means general town funds are subsidizing optional telecom services (internet, digital phone). The committee aims to ensure the telecom fund becomes self-sustaining.**
  - **"Rent of Land" Revenue: This category (projected at $80,000 for telecom) represents contributions from other utilities (e.g., electric, water/wastewater) towards shared administrative costs, helping the telecom fund remain solvent.**
  - **Expense Evaluation: Staff salaries, rent of buildings (another inter-departmental contribution), police services, and utility bills are examples of shared expenses that need further review to determine fair distribution percentages.**
- **Internet Subscriber Report:**
  - **A new monthly report will track internet subscriptions.**
  - **Current annualized revenue from direct internet subscriptions, static IP addresses, and one bulk customer (excluding others) is $575,298.**
- **Bulk Customer Contracts (Advantage Point Properties):**
  - **Concern was raised regarding existing bulk internet contracts (e.g., with Advantage Point Properties) that lock in rates for 1-5 years.**
  - **A recent potential bulk customer explicitly discussed plans to "upcharge" and resell the**

borough's internet service to their tenants at a profit, while the borough's telecom fund is losing money on the service.
    - **The current system allows the Borough Manager discretion in negotiating rates, which is deemed uncomfortable and lacking transparency.**
    - **Recommendation: A clear, tiered rate schedule for bulk services, approved by Borough Council, is needed to ensure the borough covers its costs and prevents others from profiting from its subsidized services. This will be placed on a future agenda.**
- **ADA Web Compliance & Website Consolidation:**
    - **New federal regulations require websites to be ADA (Americans with Disabilities Act) accessible by April 2028.**
    - **A company, CourseVector (recommended by the PA State Association of Boroughs), can provide ADA compliance services including audits and fixes (e.g., converting PDFs to PDF/A).**
    - **Cost Savings & Efficiency: The borough currently maintains three websites: the Police website, KutztownBorough.org, and HUHomenet.org. To reduce costs and simplify compliance, it was proposed to retire the HUHomenet.org website and migrate its relevant content to a page on the main KutztownBorough.org site. The domain will be kept for email services, with a redirect for the old website.**
    - **Motion: A motion was made and passed to retire the HU Home Net website and migrate all its pages to the borough website.**
    - **The cost for ADA compliance for the two remaining websites (Borough and Police) will be included in the 2027 budget.**

IV. Off-Agenda Item

- **Late FCC Submission:**
  - **The borough is late on a required FCC reporting submission related to telecom services.**
  - **This was due to reliance on an outdated login credential for a former employee and delays in establishing new, appropriate logins with tiered commission levels for current staff and the borough's legal counsel.**
  - **Corrective measures have been implemented to prevent future occurrences, and the submission is now being finalized. The consequences for late reporting are unknown.**

ADJOURNMENT

There being no further business to discuss, a motion was made by Mrs. Patrick Snyder and seconded by Ms. Ladd-Kidder to adjourn the meeting. The motion passed and the meeting was adjourned at 6:45 pm.