

Lower Makefield Township
Electronic Media Advisory Committee
Meeting Minutes
August 12, 2010

Present:

Zachary Rubin, Chairman
Lisa Gage

Dennis O'Brien
Peter Stainthorpe

Joshua Waldorf

Absent: Marilyn Bydalek, David Kelliher

The August 12, 2010 meeting of the Electronic Media Advisory Committee was called to order by Chairman Rubin at 7:30 p.m..

Approval of Minutes of the June 10, 2010 Meeting – The minutes of the June 10, 2010 EMAC meeting were unanimously approved, as amended to reflect meeting date of August 12, 2010.

Lower Makefield Township Website – Mr. Rubin distributed a RFP for Redesign the Lower Makefield Township Website drafted by Mr. Kelliher. The main goals of the RFP were:

- a. Provide live stream on Township Supervisors Meetings
- b. Catalog and archive meetings
- c. Access to download archived meetings on demand

Mr. Rubin had sent the draft RFP to several vendors to get feedback and proposals. There was a discussion on the various cost estimates Mr. Rubin received, a formal RFP process to include a recommendation from the EMAC and if advertising on the site would be allowed to cover the monthly maintenance costs of the website.

Mr. Rubin said that Bill Kyle, the Township's IT consultant was willing to be a point person to review proposals.

Mr. Stainthorpe said that since the RFP is for professional services the EMAC could make recommendations to the Supervisors because there it was not necessary to go out to formal bid. He said that having the proposal come from the Town Manager would be advisable. He said that the best process for getting the funds allocated for the Website Redesign was to build a need for the website to be updated, summarize what is required to meet the need and for the EMAC to make a recommendation to the Town Manager to present at a public meeting to have the concept vetted in public and to receive the support of the Supervisors.

Tasks

- 1) E-mail any web design vendor recommendations to Mr. Rubin prior to the next meeting.
- 2) Mr. Rubin will contact Bill Kyle about serving as the point person for reviewing proposals.
- 3) Mr. Stainthroe will speak with the Economic Development Committee regarding its thoughts on website features.
- 4) EMAC Members should review other governmental websites for features they would like to see the new web design to include.

New Business – There was no new business

With no further business to discuss, the August 12, 2010 meeting of the LMT Electronic Media Advisory Committee was adjourned at 9 p.m. The next meeting of the EMAC will be held on October 14, 2010, at 7:30PM, in the LMT municipal building.

Respectfully Submitted,

Joshua Waldorf