



Oakland Communications

Chairman: Ryan Schwertfeger

Vice Chairman: Elizabeth Llorente

Secretary: -

Commissioners: Jim Barry, Andrea Levy, Alex McVeigh

Alternates: Patricia Carrera, Salma Chiu

Council Liaison: Grant Van Eck

Junior Member: Benjamin Good

Oakland Communications Commission Agenda: 1/19/2021

VIRTUAL MEETING CALLED TO ORDER: 7:30 P.M.

FLAG SALUTE & MOMENT OF SILENCE

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, DULY ANNOUNCED AND POSTED IN THE OAKLAND MUNICIPAL BUILDING.

ELECTION OF CHAIR AND VICE CHAIR

ROLL CALL

ALL COMMISSIONERS PRESENT UNLESS NAME LISTED BELOW. IF LATE, WHAT TIME ARRIVED.

CHAIRMAN'S REPORT

- New Volunteers and Two Commission Members Are Still Needed. Have had a few interested new volunteers over the last few months.
- Control Room Update to come, thank you to all involved as we are on pace to finish on time and on budget.
- Remote Access Update – Hoping to move on soon to give access to the Library and Senior Center. Recreation not interested.
- Reminder that **all committees** need to meet **this month** and select their Chair and Vice Chair
- January 2021 meeting date change explanation – should be corrected in advance of January 2022 meeting
- Fiber Loop to Senior Center and Recreation Fields – Gauging interest with Recreation Commission currently. If interested, will then need to have an informational meeting with Vincent Dies and others about the project this spring.
- Budget Meeting Recap
 - Request for Secretary “approved” as it will be added to the Borough’s 2021 Budget Proposal. Hope to have a Secretary in time for May’s OCC meeting. Will need temporary secretaries in the meanwhile. Money to pay for Secretary comes from the Borough and not the Commission per the Borough Administrator.
 - Tentative Committee Budgets
 - Newsletter Committee: \$700
 - Contracted Services: \$4,000
 - Professional Development: \$600
 - Memberships: \$250
 - TV Committee: \$3,500
 - Website & Social Media Committee: \$0
 - Bulletin Board Committee: \$1,300
 - Support Services (aka the Commission): \$750
 - Miscellaneous: \$1,000
 - **TOTAL: \$12,100 (Last year = \$11,500)**
 - Conversion of recordings approved but will be completed over 3 years. 2021 will focus on converting special programs with 2022 and 2023 being the conversion of old council meetings.
 - Professional Development line given \$600 which will go towards training 3 TV Committee volunteers on the new equipment by the Control Room Engineer himself (training for 3 was included as part of the upgrade and will be given to OCC Chair, TV Committee Chair, and TV Committee Vice Chair)

SPECIAL PRESENTATION

Control Room Engineer Greg Prairie – Update on Control Room Upgrade Progress

- Q&A from Commission Members, Borough Council Liaison, and Borough Administrator Assistant
- Can answer any Q&A from the public during open to the public

OPEN TO PUBLIC DISCUSSION, ONLY IF PUBLIC PRESENT

LIMIT OF 3 MINUTES PER PERSON WITH OPEN SESSION NOT TO EXCEED 15 MINUTES UNLESS EXTENDED BY MAJORITY VOTE OF THE COMMISSION.

APPROVAL OF MINUTES

- November 2020

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR ASSISTANT & COUNCIL LIAISON

- Google Drive Storage Update – Assistant Administrator Carelli
- Borough Calendar 2021 – Assistant Administrator Carelli
- JAG Article Submission by Ryan and Michael – Assistant Administrator Carelli
- Public Information Contest Submittal – Assistant Administrator Carelli
 - Heard back any results?
- Show Off Your City 2021 Contest by NJ League of Municipalities – Assistant Administrator Carelli
- Improve Oakland TV Channel Resolution Update – Councilman Van Eck
- Improve communication between OCC and other Borough Committees, mainly regarding Public Events – Councilman Van Eck

COMMITTEE REPORTS

- **TV Committee:** *Jim Barry*
 - Volunteers Needed!
 - History Program Using Old & New Footage of Korean Presbyterian Church – Benjamin Good editing?
 - Stream House Ceremony & Photos – Create special program about history of the Stream House?
 - In-Person Council Meetings – Will resume volunteer schedule once in person meetings resume. Ryan doing meetings in the meanwhile
 - Control Room Upgrade – Once complete, OCC Chairperson, TV Committee Chair and TV Committee Vice Chair will be trained by Greg. Approved for OCC 2021 Budget that 3 additional volunteers can receive official training from Greg on the new system. All other volunteers will need to be trained by other volunteers.
- **Bulletin Board Committee:** *Salma Shamy*
 - Remote Access Update – Which volunteers have gotten access? Who still needs it? How has the process been?
 - Vincent Dies' (I.T.) assistance will be needed to provide remote access to the Police Department, OEM, Library, and Senior Center once Bulletin Board Committee volunteers are set up
 - Salma and Jim have still not been successfully connected yet?
- **Newsletter Committee:** *Elizabeth Llorente*
 - Some new volunteers have joined the Committee
 - Ideas for new stories needed
 - Roles of volunteer members versus Borough staff - Assistant Administrator Carelli
- **Website/Social Media Committee:** *Alex McVeigh*
 - No report
- **Review Committee:** *Ryan Schwertfeger*
 - No report

OLD BUSINESS

- Music on Oakland TV
 - Submission Form created and approved by the Borough. Now posted on the OCC webpage on the Borough website.
 - Will need help reaching out to schools, music teaching store, etc. to reach potentially interested musicians to submit music. Ideas?
- New Programming Ideas Progress – Game Shows like “Oakland Jeopardy” or “Oakland Squares” Would this be in person and/or on ZOOM? Any progress on trying to organize something?

NEW BUSINESS/DISCUSSION ITEMS

UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- Easter Egg Hunt by Public Events?
- All Committees will need to meet this month for Re-Organization purposes and choose their Chair & Vice Chair
 - OCC Chairperson needs to know Chair, Vice Chair, and all current, active members of each committee by February 1

MEETING ADJOURNED

THE NEXT MEETING WILL BE HELD ON MONDAY, MARCH 1, 2021 AT 7:30 PM – LOCATION TBD.

Commissioner Jim Barry	End of 2021
Commissioner Liz Llorente	End of 2022
Commissioner Andrea Levy	End of 2022
Commissioner Alex McVeigh	End of 2020
Commissioner Ryan Schwertfeger	End of 2020
Commissioner --	End of
Commissioner --	End of
Alternate Commissioner 1: Patricia Carrera	End of 2022
Alternate Commissioner 2: Salma Shamy	End of 2020
Junior Member: Benjamin Good	End of 2020

Highlighted names were all reappointed. Awaiting to hear length of term from Borough Clerk.