

# Policy/Information Briefing Summary

*Board of Supervisors*



---

**Regarding:** Audio Visual Repairs and Improvements for Public Meeting Room

**Prepared By:** Amy Heinrich, Finance & HR Director

**Date Prepared:** February 27, 2026; updated March 3, 2026

**Date of Proposed Action:** March 4, 2026

---

## **ACTION FORCING EVENT**

The Q-SYS system that controls our audio-visual capability in the Public Meeting Room failed in late 2025. We have been operating with temporary solutions that don't provide long-term adequate hybrid meeting capabilities.

## **BACKGROUND**

The Q-SYS Core is the system that controls our audio-visual capabilities in the Public Meeting room, including the permanent camera, microphones, and speakers. It failed in late 2025. Our current provider evaluated it, could not repair it, and recommended replacing it. We have worked with our current provider and 3 other Co-stars providers to evaluate our options.

Additionally, we would like to add wireless microphones, a battery back-up, and a service plan. The current wired microphones require large cables to be draped across the floor, causing a dangerous and unsightly situation. They also won't reach the Department Head Table during the Board meetings or other potential set-ups used by other groups. The lack of battery back-up can cause issues with the system in the case of power outages. We have a whole building generator, but the battery back-up is needed to bridge the brief outage in the case of power failure. The lack of battery back-up can cause strain on the system due to sudden shutdown. Lastly, we have not had a service plan with our current provider. Every time we needed support, we had to wait for extended periods of time due to their full schedule and been charged labor rates of ~\$500/hour.

We had budgeted \$23.7K for these improvements in the 2025 Capital Budget. At the time of drafting the 2026 budget, the Core was still working, and we were planning to complete the other enhancements in 2025. Therefore, we did not carry the budget into the 2026 Capital Budget.

We've been functioning with a portable temporary video camera and speaker phone. Both the picture and sound quality of inadequate for the long-term. The cords around the room are dangerous and unsightly and require people speaking to be positioned in awkward places, at times.

## **ANALYSIS & FINANCIAL IMPACT**

The desired package includes a new Q-SYS core including programming, an associated table-top controller, 8 gooseneck wireless microphones, associated receivers and docking stations, a battery back-up, integration of a Township provided computer, and a service and maintenance plan.

All options retain the current permanent camera, which meets our needs, and overhead projector and screen. At some point, we recommend replacing the projector and screen with a large TV on an audio cart, but are not prioritizing it at this time.

We collected recommendations for CoStars providers from other municipalities. We had three vendors provide recommendations and quotes, in addition to our current provider. We saw price ranges from \$24K to \$51K for similar products, plus the cost of the appropriate computer (under \$1K) and a maintenance plan after the first year.

We are conducting our final due diligence by checking references on the top two providers and will make a final choice when that is finished.

### **RECOMMENDATION**

Given that we have been operating with inferior AV solutions in the interim, we recommend proceeding with a motion that authorizes the Township Manager to execute a “not to exceed” contract.

### **RECOMMENDED MOTION (UPDATED March 3, 2026)**

To authorize Alison Dobbins, the Township Manager, to execute a final contract with the chosen provider not to exceed **\$25,000** and to amend the 2026 Budget to include this increase.