

Orion Community Cable Communications Commission  
Minutes of Regular Meeting  
October 14, 2021  
Orion Neighborhood Television Studio  
**Draft Minutes – to be approved at the next regular meeting**

Members Present: Ralph Painter, Doug Hobbs, Joseph P. Belanger, Sarah Luchsinger,  
Sarah Paine, Penny Shults

Members Absent: Kim Urbanowski, Tom Watson, Jim Zsenyuk

Also Present: Ian Locke, ONTV Executive Director  
Diane Griffiths, OCCCC Administrator  
Dave Raftery, Orion Township IT/AV Technician

**1. Call to Order**

Meeting called to order at 7:01 pm by Chair R. Painter.

**2. Call to Public**

None.

**3. Approval of Agenda**

Moved by D. Hobbs, seconded by P. Shults to approve the agenda as presented. Motion carried.

**4. Approval of Minutes**

**A. Regular Meeting of August 12, 2021**

Moved by D. Hobbs, seconded by S. Luchsinger to approve the minutes as submitted. Motion carried.

**5. Commission Business**

**A. Grant #211001, Orion Township**

Moved by S. Luchsinger, seconded by P. Shults to approve Grant #211001 in the amount of \$130,000. Motion carried.

**B. New Orion Township Hall Update**

P. Shults said the new move-in date is November 15. I. Locke said there is a possibility that the cablecasting equipment installation will be delayed. If the building is ready before ONTV, ONTV will find a way to cablecast meetings until the equipment is installed.

**1. Cablecast Needs**

Moved by J. Belanger, seconded by S. Luchsinger to approve the purchase of cablecasting equipment for the new Township Hall for an amount not to exceed \$45,000. Motion carried.

**C. ONTV Request to Trade-In/Upgrade Playback Server**

Moved by J. Belanger, seconded by S. Luchsinger to approve the purchase of a new playback server with trade-in, for \$15,000, with funds to come from Asset Replacement. Motion carried.

**D. Public Access Management Agreement**

Moved by D. Hobbs, seconded by P. Shults to accept the agreement as amended. Motion carried.

**E. Outdated Village and Township Cable Ordinances**

R. Painter explained the different options to have the ordinances changed. S. Luchsinger shared that the Village is in the process of having all their ordinances updated by a third party. The Administrator was directed to obtain a quote from Attorney Mike Watz, including his hourly rate and number of hours he estimates it will take him.

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Moved by S. Paine, seconded by P. Shults to receive and file and include on the December agenda. Motion carried.

**F. ONTV Strategic Plan 2022 – 2026**

I. Locke will provide a clearer middle picture for the cover.

Moved by S. Luchsinger, seconded by S. Paine to receive and file. Motion carried.

**6. ONTV Board Report**

**A. Minutes of July 14, 2021**

Moved by J. Belanger, seconded by S. Luchsinger to receive and file. Motion carried.

**7. Treasurer's Report**

**A. Payment of Bills**

Moved by S. Paine, seconded by P. Shults to approve payment of the bills paid between meetings in the amount of \$2,800, and the bills presented for payment at the meeting in the amount of \$154,531.71, for a total of \$157,331.71. Motion carried.

J. Belanger requested budget adjustments.

Moved by P. Shults, seconded by J. Belanger to authorize adjustments to the budget: moving \$2,000 from Grants, leaving \$148,000, to Shared Building Services, bringing it to \$6,000, and adding \$110,000 to the budget for Capital Improvements. Motion carried.

**B. 2020 Financial Audit**

Moved by J. Belanger, seconded by S. Paine to receive and file the audit and put it on the December agenda. Motion carried.

**C. 2022 Proposed Budget**

**1. 2022 ONTV Proposed Budget**

Treasurer J. Belanger explained the proposed budget and will provide corrections for the next meeting.

Moved by P. Shults, seconded by D. Hobbs to receive and file with corrections. Motion carried.

**8. Cable Providers' Reports**

**A. Comcast**

**B. AT&T**

**1. Second Quarter 2021 Franchise/PEG Fee Report for Orion Township**

Moved by P. Shults, seconded by D. Hobbs to receive and file. Motion carried.

**2. Notice of Franchise Agreement Transfer – Village and Township**

Moved by J. Belanger, seconded by D. Hobbs to receive and file. Motion carried.

**9. Administrator's Report**

**A. Subscriber Concerns Log**

Moved by P. Shults, seconded by D. Hobbs to receive and file. Motion carried.

**10. Conferences and Conference Reports**

J. Belanger attended the NATOA conference in the ONTV studio. He will write a report for the next meeting.

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Moved by P. Shults, seconded by D. Hobbs to receive and file J. Belanger's oral report. Motion carried.

**11. Communications Received**

None.

**12. Commissioner Comments**

P. Shults will be removing all voting precincts from the school buildings at the request of former Superintendent Marian Ginopolis. P. Shults enjoys being on the cable commission and thanks D. Griffiths for keeping the commission members informed, J. Belanger for doing a good job as Treasurer, and R. Painter for keeping the meetings moving along. R. Painter is proud to be on the cable commission and read his comments, see attached.

**13. Adjournment**

Moved by J. Belanger, seconded by D. Hobbs to adjourn the meeting. Motion carried. Meeting adjourned at 9:11 pm.

Respectfully submitted,

Doug Hobbs, Secretary  
Diane Griffiths, Administrator