

Orion Community Cable Communications Commission

Minutes of Regular Meeting

December 9, 2021

Orion Neighborhood Television Studio

**\*\*DRAFT MINUTES – TO BE APPROVED AT NEXT REGULAR MEETING\*\***

Members Present: Ralph Painter, Tom Watson, Doug Hobbs, Joseph P. Belanger, Kim Urbanowski, Sarah Paine, Penny Shults, Jim Zsenyuk

Members Absent: Sarah Luchsinger

Also Present: Administrator Diane Griffiths

Budget Public Hearing called to order at 7:00 PM.

There were no comments made at the hearing nor received prior to the meeting.

Hearing closed at 7:01 PM.

**1. Call to Order**

Regular meeting called to order at 7:02 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 October 14, 2021**

Moved by P. Shults, seconded by S. Paine to approve the minutes as submitted. Motion carried.

**5. Commission Business**

**A. New Orion Township Hall Update**

P. Shults reported that the cablecast of the first meeting went well. The new building is huge, staff will be getting a lot of exercise. There is still some construction, and things still being moved over. There is a meeting room for the Trustees, with wi-fi. There will be an auction for unneeded items from the old building.

Moved by D. Hobbs, seconded by S. Paine to receive and file the update. Motion carried.

**B. Computers Donated to ONTV from LOHS.**

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

**C. Public Access Management Agreement**

Moved by P. Shults, seconded by J. Belanger to approve the agreement. Motion carried.

**D. Outdated Village and Township Cable Ordinances**

Moved by P. Shults, seconded by K. Urbanowski that the services of Mike Watzka be secured to update the ordinances at a cost not to exceed \$5,000. Motion carried.

**E. 2022 OCCCC Proposed Meeting Schedule.**

Moved by P. Shults, seconded by J. Belanger to approve the 2022 meeting schedule as presented. Motion carried.

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**F. Building Improvements – Discussion**

ONTV would like to have a garage built outside the back door to park their van and provide storage to free up space in the studio. Also needed is an ADA compliant front door. ONTV Executive Director would like to replace the fluorescent lighting throughout the building with LED.

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

**G. Administrator’s Evaluation**

Moved by T. Watson, seconded by J. Zsenyuk to extend the Administrator’s contract for one year, with a 5% raise in pay to begin January 1, 2022, and a year-end bonus to be paid in December.

Motion carried.

**H. Election of Officers**

Moved by P. Shults, seconded by S. Paine to keep the existing officers for 2022:

Chair Ralph Painter, Vice Chair Tom Watson, Secretary Doug Hobbs, Treasurer Joseph P. Belanger, and Deputy Treasurer Kim Urbanowski. Motion carried.

**6. ONTV Board Report**

**A. Minutes of September 8, 2021**

Moved by P. Shults, seconded by J. Belanger to receive and file the report. Motion carried.

**7. Treasurer’s Report**

**A. Payment of Bills**

Moved by P. Shults, seconded by J. Zsenyuk to approve payment of the bills paid between meetings in the amount of \$148,075.29 and the bills presented for payment at the meeting in the amount of \$7,340.65, for a total of \$155,415.94. Motion carried.

**B. 2020 Financial Audit**

Moved by P. Shults, seconded by K. Urbanowski to receive and file and forward to Orion Township and the Village of Lake Orion. Motion carried.

**C. 2022 Proposed Budget**

Moved by P. Shults, seconded by J. Zsenyuk to adopt the budget as amended:

Increase ONTV category from \$366,350 to \$366, 650

Increase Professional Services category from \$8,000 to \$13,000

Add Building Maintenance category \$7,000

Add \$200,000 Contingency for Building Improvements

and to forward the proposed budget to the Village of Lake Orion and Orion Township to be approved by joint resolution. Motion carried.

**1. 2022 ONTV Proposed Budget**

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

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**8. Cable Providers' Reports**

**A. Comcast**

- 1. November 4, 2021 Letter re: Programming Advisory**
- 2. November 11, 2021 Letter re: Important Information – Price Changes**
- 3. Third Quarter 2021 Franchise/PEG Fees Report, Township and Village**

**B. AT&T**

- 1. Third Quarter 2021 Franchise/PEG Fees Report, Township and Village**

Moved by P. Shults, seconded by S. Paine 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**

**A. Alliance for Community Media, Chicago, June 28 – 30, 2022**

**B. NATOA, Denver, August 30 – September 2, 2022**

J. Belanger provided his conference report from the 2021 NATOA conference.

Moved by K. Urbanowski, seconded by J. Belanger to received and file. Motion carried.

**11. Communications Received**

None.

**12. Commissioner Comments**

J. Belanger thanked everyone for being easy to work with, especially the Village and Township Representatives and ONTV staff, a good bunch of people. S. Paine thanked D. Griffiths for all she does. T. Watson agreed with S. Paine. P. Shults appreciates being on the board and thanked D. Griffiths. D. Hobbs thanked D. Griffiths. J. Zsenyuk hopes getting D. Griffiths a new computer and printer won't have to wait until the next meeting. P. Shults suggested Dave Raftery for recommendations. K. Urbanowski thanked D. Griffiths and said it's been a great year. R. Painter asked if there was anything we could do for Oxford. P. Shults suggested offering scholarships.

**13. Adjournment**

Moved by J. Belanger, seconded by J. Zsenyuk to adjourn the meeting. Motion carried. Meeting adjourned at 8:51 PM.

Respectfully submitted,

Secretary Doug Hobbs

Administrator` Diane Griffiths