

Orion Community Cable Communications Commission
Minutes of Regular Meeting
April 28, 2022
Orion Neighborhood Television Studio

Members Present: Ralph Painter, Tom Watson, Joseph P. Belanger, Kim Urbanowski,
Sarah Luchsinger, Sarah Paine

Members Absent: Doug Hobbs, Penny Shults, Jim Zsenyuk

Also Present: Ian Locke, Steven Murtaugh, Diane Griffiths

1. Call to Order

Meeting called to order at 7:02 pm by Chair R. Painter.

2. Call to Public

None.

3. Approval of Agenda

Moved by J. Belanger, seconded by S. Paine to approve the agenda as presented with the following change: add Item 8.A.2 *Comcast Letter of April 18, 2022 re: Programming Advisory*. Motion carried.

4. Approval of Minutes

A. Regular Meeting of February 24, 2022

Moved by S. Luchsinger, seconded by K. Urbanowski to approve the minutes as submitted with the following amendment: In Item B.3. Electronic Door Lock System for ONTV, in the first sentence, change the word 'done' to 'down'. Motion carried.

5. Commission Business

A. Outdated Village and Township Cable Ordinances

Attorney Mike Watza should be able to provide something for the June meeting.

B. ONTV Security System Update

I. Locke reported that the current building security system has been in place for nine years and it is starting to fail. S. Murtaugh and I. Locke would like to bring the system up to current standards and cut down on the blind spots by adding two more HD cameras. Three bids were presented. All systems quoted allow for remote access. They have decided not to use the Cloud for storage due to the additional cost. I. Locke also pointed out that the costs quoted could fluctuate. Moved by J. Belanger, seconded by S. Paine to purchase the security system from N. Systems Technology for a cost not to exceed \$8,000. Motion carried. The equipment will take 30 – 45 days to arrive and 30 days to install.

C. Microsoft Office Update

ONTV computers are now running 2014-15 Office, which will no longer be supported after January 1, 2023. There is a need to expand the number of licenses. Going through an agency for non-profits is less expensive than purchasing directly from Microsoft. Moved by K. Urbanowski, seconded by S. Luchsinger to approve purchasing 20 Microsoft Office licenses from CDW at a cost of \$3,220. Motion carried.

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D. Roadside Sign

Orion Township provided another design for the electronic sign by the road, allowing more space for ONTV. I. Locke likes the block logo they used, because the font is bigger than the previous design.

Moved by S. Paine, seconded by K. Urbanowski to accept the design as submitted and notify the Township. Motion carried.

E. Orion Township/OCCCC Building Operating Agreement

A committee was formed to work on this: R. Painter, S. Luchsinger, I. Locke, J. Belanger, D. Griffiths.

Moved by S. Paine, seconded by T. Watson to have S. Luchsinger review the document and then meet with the designated committee to address the scope of the document and address questions and concerns. Motion carried. S. Luchsinger reminded board members that she will not be performing a legal review.

6. ONTV Board Report

A. January 12, 2022 Minutes

B. March 9, 2022 Synopsis

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

I. Locke reported that he is looking for an electrician for the accessible doors and the contractor is waiting for the hardware needed to complete the project. It is not known when the hardware will arrive.

I. Locke also reported that there was a power outage last week and the building generator turned on, but it was bad electricity, affecting several pieces of ONTV equipment. I. Locke used the ONTV generator to keep the PEG channels on. Orion Township is considering replacing the generator. The existing generator runs on diesel, they would like the replacement to run on natural gas. If/when the generator is replaced, OCCCC would likely be responsible for 16% of the cost.

7. Treasurer's Report

A. Payment of Bills

Moved by S. Paine, seconded by T. Watson to approve payment of the bills paid between meetings in the amount of \$96,412.50 and the bills presented for payment at the meeting in the amount of \$9,019.76, for a total of \$105,432.26. Motion carried.

B. Budget Adjustments

No action taken.

8. Cable Providers' Reports

A. Comcast

1. April 7, 2022 Letter re: Programming Advisory

2. April 18, 2022 Letter re: Programming Advisory

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B. AT&T

1. Fourth Quarter 2021 Franchise/PEG Fees Report, Township

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

9. Administrator's Report

A. Subscriber Concerns Log – None

B. Report: OCCCC Franchise/PEG Fees Received 2017 – 2021

Moved by S. Paine, seconded by K. Urbanowski 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

R. Painter is registered for the ACM conference and J. Belanger is registered for the NATOA conference.

11. Communications Received

A. March 14, 2022 Letter from Michigan Community Media Association (MICMA)

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

12. Commissioner Comments

S. Luchsinger is glad to be back and thanked members for the gift for her baby.

K. Urbanowski reminded members of the upcoming library book sale.

S. Paine welcomed R. Painter back.

T. Watson thanked R. Painter for coming back, and he is looking forward to the State of the Township address.

R. Painter provided copies to members and then reviewed the report he wrote on the NATOA webinar he attended recently. He learned that apparently the new FCC Chair is doing a very good job.

13. Adjournment

Moved by S. Paine, seconded by T. Watson to adjourn the meeting. Motion carried. Meeting adjourned at 8:45 pm.

Respectfully submitted,

Doug Hobbs, Secretary

Diane Griffiths, Administrator