

Orion Community Cable Communications Commission  
Minutes of Regular Meeting  
February 24, 2022  
Orion Neighborhood Television Studio

Members Present: Tom Watson, Doug Hobbs, Kim Urbanowski, Sarah Paine, Penny Shults

Members Absent: Ralph Painter, Joseph P. Belanger, Sarah Luchsinger, Jim Zsenyuk

Also Present: Village Manager Joe Young, ONTV Executive Director Ian Locke,  
OCCCC Administrator Diane Griffiths

**1. Call to Order**

Meeting called to order by Vice Chair T. Watson.

**2. Call to Public**

None.

**3. Approval of Agenda**

Moved by D. Hobbs, seconded by S. Paine to approve the agenda as presented. Motion carried.

**4. Approval of Minutes**

**A. Regular Meeting of December 9, 2021**

Moved by P. Shults, seconded by K. Urbanowski to approve the minutes as submitted. Motion carried.

**5. Commission Business**

**A. New Orion Township Hall Update**

I. Locke said that ONTV has been cablecasting meetings from the Township Hall for a while now. He said there were a couple of hiccups in the beginning with the new system, but there was no down time. ONTV extended fiber to the hall so that the cameras can be operated from the ONTV control room. ONTV is now wired so that township cameras go through ONTV to be able to conduct ZOOM meetings. They recently facilitated a health insurance workshop for the township.

**B. OCCCC Project Quotes**

**1. Acoustic Paneling for Village Council Chambers**

The echo in the Village chambers that affects the ability of people in the room to hear has been an ongoing problem since meetings have been held in the former church. In the beginning, the Village wanted to keep the room historical, with nothing attached to the walls or ceiling. Something needed to be done to make the audio acceptable, so it was decided that attaching sound deadening panels to the walls would be an acceptable solution.

**a. Grant #220201 Village of Lake Orion**

J. Young explained that the grant request is for fabric covered panels that will be in a color chosen by the Village. He is requesting \$4,000 to cover about half of the cost of the panels, with OCCCC covering the other half as well as the cost to re-tune the existing speaker system once the panels are hung.

Moved by P. Shults, seconded by S. Paine to approve Grant #220201 in the amount of \$4,000 for the panels. Motion carried.

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**2. Handicap Accessible Doors for ONTV**

The need for handicap accessible doors was recently recognized. I. Locke contacted the vendor used by the Township for their new building.

Moved by P. Shults, seconded by K. Urbanowski to authorize the payment of \$6,280 to install the handicap accessible doors for ONTV, with any revisions to be submitted in writing.

Motion carried.

**3. Electronic Door Lock System for ONTV**

The invoice for the system was broken down into two parts, one for the front door, headend door, and connecting door to the Orion Center for the amount of \$10,209.70. This is what I. Locke requested. The addition of the double back doors would add another \$8,450.20. P. Shults suggested having all the doors done at the same time.

Moved by P. Shults, seconded by K. Urbanowski to authorize the expenditure of \$18,659.90 for the electronic door system, with any revisions to be submitted in writing. Motion carried.

**C. ONTV Concerns**

**1. Roadside Sign**

There was consensus that neither the new sign nor the second proposal are acceptable.

Moved by P. Shults, seconded by K. Urbanowski to direct D. Griffiths to contact the appropriate person at the Township to respectfully decline the second proposal for the sign and request a design with 50% of the lower panel for ONTV, sharing with Orion Parks, and adding a shingle/placard for the Chamber. Motion carried.

**2. Outside Doors Painted**

When ONTV's interior was painted in 2020, we were told by the Township that we should not paint the outside of the exterior doors, that the Township would paint them. Last summer, the Township painted the exterior doors for the Orion Center except for ONTV's. I. Locke has since been informed that the doors will be painted once the weather breaks this year.

Moved by P. Shults, seconded by K. Urbanowski to set up regular quarterly meetings between Tyler, Aaron and Ian to discuss building issues, and to direct D. Griffiths to initiate a review of the agreement between the Township and OCCCC regarding the building.

**3. Snow Plowing of ONTV Side**

I. Locke noted that the plowing situation has improved.

**D. Computer and Printer for Administrator**

Moved by P. Shults, seconded by S. Paine to approve the purchase of a Dell Latitude laptop and Xerox printer for the amount of \$2,400.54. Motion carried.

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

This project has been put on hold until Mike Watza is available to help with it, in a month or so.

**F. 2021 Financial Audit**

Moved by P. Shults, seconded by S. Paine to hire Michael DeVries to perform the 2021 Financial Audit for an amount not to exceed \$6,354. Motion carried.

**G. Revise 2022 OCCCC Meeting Schedule**

R. Painter requested that the April meeting be moved to the last week in April so that he will be able to attend. Moved by P. Shults, seconded by D. Hobbs to amend the meeting schedule as presented, changing the April 14 meeting date to April 28. Motion carried.

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**6. ONTV Board Report**

**A. November 10, 2021 Minutes**

Moved by P. Shults, seconded by K. Urbanowski to receive and file. Motion carried.

**B. January 12, 2022 Synopsis**

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

**7. Treasurer's Report**

**A. Payment of Bills**

Moved by S. Paine, seconded by K. Urbanowski to approve payment of the bills paid between meetings in the amount of \$131,504.87 and the bills presented for payment at the meeting in the amount of \$4,592.74, for a total of \$136,097.61. Motion carried.

D. Griffiths overpaid the Village of Lake Orion by \$25 for their annual stipend for cable television service. It was decided that they should cash the check and \$25 will be deducted from next year's stipend.

**B. Joint Resolution Approving 2022 Budget**

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

**8. Cable Providers' Reports**

**A. Comcast**

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

**B. AT&T**

**1. Fourth Quarter 2021 Franchise/PEG Fees Report, Village**

Moved by P. Shults, seconded by K. Urbanowski to receive and file. Motion carried.

**9. Administrator's Report**

**A. Subscriber Concerns Log**

No subscriber concerns were received for this time period.

**10. Conferences and Conference Reports**

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

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

The rule for providing a report in order to be reimbursed for conference expenses was brought up.

D. Griffiths reminded board members that this rule is not meant to be a punishment, but a way for conference attendees to share information from the conference with other commission members.

Moved by P. Shults, seconded by K. Urbanowski to receive and file. Motion carried.

**11. Communications Received**

None

**12. Commissioner Comments**

K. Urbanowski asked about the ONTV food drive. I. Locke shared that it was great. ONTV liked what they did last year, with a week long drive rather than one day, so the drive was held February 7 – February 11 this year. Fish had requested cash, and just over \$7,000 was raised, mostly from corporate sponsors. ONTV filled two vans with food, mostly from high school kids. They also came out of the drive with three new shows. K. Urbanowski said that her high school senior is interested in film,

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she just took the podcast class and got so much out of it. Joe is a good teacher. She is taking the video production classes now. P. Shults misses J. Belanger and R. Painter, but T. Watson did a great job chairing. S. Paine is grateful for everyone who does what they can to help. T. Watson suggested getting a bus through LOCS to go somewhere fun like Soaring Eagles or a Red Wings game. He works as a school bus driver and his boss is encouraging this to build morale and friendship in the community. The busses hold fifty people and the cost is \$75. I. Locke will talk to Aaron Whatley to see if something could be worked out.

**13. Adjournment**

Moved by P. Shults, seconded by D. Hobbs to adjourn the meeting. Motion carried. Meeting adjourned at 8:49 pm.

Respectfully submitted,

Doug Hobbs, Secretary  
Diane Griffiths, Administrator