

Orion Community Cable Communications Commission  
Regular Meeting Minutes  
7:00 PM, Thursday, February 9, 2023  
Orion Neighborhood Television Studio

Members Present: Tom Watson, Joseph P. Belanger, Nancy Moshier,  
Kim Urbanowski, Sarah Paine

Members Absent: Ralph Painter, Carl Cyrowski, Penny Shults, Jim Zsenyuk

Also Present: Administrator Barbara Taylor, ONTV Executive Director Ian Locke, Sam Ashley from  
Cunningham-Limp & Alex Bade from OHM

**1. Call to Order:**

Regular meeting called to order at 7:00 pm by Vice Chair T. Watson

**2. Call to Public**

none

**3. Approval of Agenda**

J. Belanger added an item to Financial Reports. K. Urbanowski moved to approve item. S. Paine seconded. Motion passed.

**4. Approval of Minutes**

**A. Regular Meeting of December 8, 2022**

**B. Special Meeting of January 11, 2023**

Moved by S. Paine, seconded by N. Moshier to approve the minutes submitted. Motion passed.

**5. ONTV Garage Project Update**

Sam Ashley from Cunningham-Limp & Alex Bade from OHM, made introductions, explained connection with Orion Township as approved vendors, discussed process.

Subjects covered during the Q&A:

Coordination with construction management option.

Required surveys, drawings for bidding process.

Each stage is publicly bid and accurate budgeting.

Transparency and project reviews.

Bids, pricing, guarantees, insurances, bonding, background checks, warranties.

Township procedures and guidelines in place.

Structural engineering, drainage, design plans, longevity.

Collaboration, cost plus fee basis. Initial bids, cost guaranteed pricing.

Project management. Thorough overview of process and past successful projects for the Township.

N. Moshier motioned to move forward with project (civil engineering and bids) through project managers, Cunningham-Limp. J. Belanger seconded. Motion passed. S. Paine opposed.

**6. Commission Business**

**Outdated Village and Township Cable Ordinances** – Moved by J. Belanger and S. Paine seconded to make final review in April. Motion passed.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Commission Administrator, 248-393-0147, at least seventy-two hours in advance of the meeting, if requesting accommodations.

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**Orion Township/OCCCC Building Agreement** – S. Paine motioned to postpone until April and K. Urbanowski seconded. Motion passed.

**7. ONTV Board Report**

**A. January 11, 2023 Synopsis.**

**B. November 9, 2022 Minutes**

Moved by K. Urbanowski, seconded by N. Moshier to receive and file. Motion passed.

**8. Treasurer's Report**

**A. Payment of Bills**

Moved by S. Paine and seconded by K. Urbanowski to approve payment of the bills paid between meetings in the amount of \$121,757.30 and the bills presented for payment at the meeting in the amount of \$2,028, for a total of \$123,785.30. Motion passed.

**B. 2022 Financial Audit**

Moved by J. Belanger, seconded by S. Paine to hire Michael DeVries to perform the 2022 Financial Audit for an amount not to exceed \$6,850. Motion passed.

**C. Joint Resolution** Approving 2023 Budget –waiting on Village document – table until completed.

**D. Investment Policy** – K. Urbanowski shared information regarding updated investment policy and adding Michigan Class (for municipalities). K. Urbanowski moved to amend investment policy and add Michigan Class to authorized investment dealers for OCCCC, N. Moshier seconded. Motion passed.

**E. NATOA** – optional assessment of \$565 for 2023 dues discussed. J. Belanger moved to pay, S. Paine seconded. Motion passed.

**9. Cable Providers' Reports**

Comcast – Letter December 15, 2022 re: Changes to Xfinity TV Services – Moved by S. Paine to receive and file. K. Urbanowski seconded. Motion passed.

**10. Administrator's Report**

**A. Subscriber Concerns Log** – 5 calls since the last meeting – 1 service handled same day – 1 no new service – 3 rate – sent to a Xfinity location to discuss in person.

**B. Officer** to visit Oxford Bank switch phone number for verification

**C. N. Moshier** to go to Oxford Bank with approved minutes to become a signer.

**D. Diane's Thank You Card.**

**11. Conferences and Conference**

**A. ACM National**, June 27-29, 2023, Brooklyn, New York

**B. NATOA National**, October 2-5, 2023, Long Beach, California

**12. Communications Received**

None

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**13. Commissioner Comments**

Pat Belanger – Thanks for showing up tonight and supporting Kim & the contractors. Ralph enjoying his time in FL, good news no medical procedure needed.

Tom Watson – inquired about Donni – is doing well on the appropriations committee (Kim shared).

Nancy Moshier – Thank you to Barbara for minutes, makes her job easier.

Kim Urbanowski – Enjoying new job, glad she is appointed to OCCCC.

Sarah – Thanks to Tom, Pat, Nancy, Kim, Barb, everyone.

Tom – Thank you Barb.

**14. Adjournment**

Moved to adjourn by N. Moshier, S. Paine seconded. Meeting adjourned at 9:15 pm.

Respectfully submitted,

Secretary Nancy Moshier  
Administrator Barbara Taylor

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