OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, APRIL 24, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was April 24, 2017 at the Oxford Village Chamber, Oxford MI.

- Chair Sue Bossardet called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Lori Fisher (Treasurer, Addison Township), Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford).

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles

4) APPROVAL OF THE AGENDA

Station Manager Bill Service requested purchase of drone to be included on agenda.

Motioned by Commissioner Sutherby/seconded by Commissioner Dunn to approved agenda as amended.

Ayes: 5

Navs:

Motion Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Dunn moved to approve minutes March 27, 2017/ by Commissioner Fisher.

Ayes: 5

Nays:

0

Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 4/3/17 to 4/17/17 in the amount of \$20,052.25

Fisher motioned to approve / seconded by Commissioner Sutherby.

Roll Call

Vote Ayes: 5

Nays: 0

Motion Carried

B) OACCC Year to Date Revenue/Expenditure Report 2016

Dunn moved to receive and file/seconded by Fisher to receive and file.

Roll Call

Vote Aves: 5 Navs: 0 Motion Carried

C) OACCC Year to Date Revenue/Expenditure Report 2017

Dunn moved to receive and file/second by Fisher.

Ayes: 5

Nays:

Motion Carried

D) OACCC Invoice GL Distribution Report for March 2017

Fisher moved to receive and file/second by Dunn.

Ayes: 5

Nays:

0

Motion Carried

8) UNFINISHED BUSINESS

A) Employee Handbook - Fisher

Chair Bossardet reported Attorney Davis will have it for next meeting.

Commissioner Dunn moved/ second by Fisher to Set Aside.

Ayes: 5

Nays 0

Motion. Carried

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B). Relocation of OCTV Studio

Manager Service presented informed of 1,960 square foot layout, presented to township architect, to add studio shell to Township Community Center at \$125-150 per square foot. Fisher verified cost only covers building shell. Dunn added Parks and Recreation Department will not be building until next year (2018). Chair wants comparisons in writing: current verses planned, with inclusions. Dunn stated he and Sutherby will continue to meet monthly for updates.

Ayes: 5

Navs 0

Motion. Carried

C) 2017 Budget Revision - Fisher

Fisher motioned/second by Sutherby to Set Aside as Township audit figures from 2016 still not firm.

Ayes: 5

Nays 0

Motion. Carried

D) Drone Purchase - Bill Service

Manager informed commission, due to AT&T and Charter Franchise Fees being more than anticipated, and conversations with Charter insuring expansion of services in Addison Township, OCTV is reconsidering purchase of drone, prior to the Oxford Township Lacrosse and Tough Mudder events on June 3 and 4. Chair requested copy of Operational Policies and Procedures before approving purchase. Fisher moved/second by Sutherby to Set Aside

Ayes: 4

Nays 1 Dunn

Motion. Carried

COMMITTEE REPORTS:

Technical Committee: None Personnel Committee: None Facilities Committee: None

MANAGER'S REPORT

Jamie Hughes is back from injury leave. Tri-caster repaired and working fine, mother board failed. No bill yet, anticipate between \$700-950.

COMMISSIONER COMMENTS

Commissioner Dunn - None Commissioner Fisher - None Commissioner Sutherby - None Commissioner Bossardet - None Commissioner Ed Hunwick - None

PUBLIC COMMENTS - None

ADJOURNMENT

Commissioner Dunn moved, Commissioner Fisher seconded, to adjourn at 4:28p.m..

Ayes: 5

Nays: 0

Motion Carried

Sue Bossardet, Chairperson

Charlene Sutherby, Vice-Chai

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