## OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, OCTOBER 23, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was October 23, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Vice Chair Charlene Sutherby called the meeting to order at 4:10 p.m.
- 2) Respects to the Flag
- Members Present: Charlene Sutherby (Vice-Chairperson, Village of Leonard), Jacob Newby (Treasurer, Addison Township), Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford).

Absent: Sue Bossardet (Chairperson, Oxford Village) joined later.

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, and Drew Benson of Benson Professional Services, LLC, and Oxford Township Deputy Supervisor Deanna Cushing.

## 4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn /seconded by Commissioner Hunwick to approved agenda. Ayes: 4 Nays 0 Motion: Carried

6) PUBLIC COMMENTS NON AGENDA - None

7) APPROVAL OF MINU	UTES - September 25, 2017	
Motion by Dunn/secon	d by Hunwick to approve.	
Ayes: 4	Nays 0 Dunn	Motion: Carried

## 7) BILL REVIEW

A) OACCC Expense/Revenue Bill Run from 10/02/17 thru 10/16/17 in the amount of \$26,315.37 Hunwick motioned to approve / seconded by Sutherby.

Oxford Township Deputy Supervisor, Deanna Cushing stated monies are not ever to be taken out of General Fund, but to be transferred from one line item to another as a journal entry, when approved.

Roll Call Vote Ayes: 4 Nays: 1 Dunn Motion Carrie

B) OACCC Year to Date Revenue/Expenditure Report 2017 Dunn moved to receive and file/seconded by Hunwick. Roll Call Vote Ayes: 5 Nays: 0 Motion Carried

C) OACCC Invoice GL Distribution Report for August 2017 Dunn moved to receive and file/second by Hunwick Ayes: 5 Nays: 0 Motion Carried

### 8) UNFINISHED BUSINESS

A) 2017 Budget Revision -Motion by Dunn approve budget recommendations with revenue and expenses balancing out at

\$379,851/ second by Hunwick. Roll Call Vote Ayes: 5 Nays 0 Motion: Carried

## B) Capstone Project - Drew Benson

Drew referred to Services Agreement drafted by Benson and Attorney Bob Davis (compilation of prior proposal presented to OACCC Commission at September 2017 meeting) for approval by Commission.

Page 1 - Oxford Area Cable Communications Commission Minutes

# OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, OCTOBER 23, 2017

Explained in order to begin survey, he would need the first payment of \$3,750.00

Focused on timeline, of project, change. Per Benson the contract is a formality and still maintains the project is not to exceed \$7,500.

Bill Dunn stated he is not in favor of "contract" due to being drawn up by Attorney Davis, which Dunn feels is a conflict of interest.

**Motion** by Dunn to Set Aside until next month (November 2017) / board conversation continued. No support motion failed. Dunn rescinded motion.

Motion to turn Service Agreement over to Attorney Jim Porritt (of Lake Orion) for a one-time review and have it back for review next month (November 2017) / Second by Hunwick.

Bossardett stated not to have an attorney associated with any of "our communities, that's what we're going to do."

Motion Rescinded by Dunn to pick any attorney for one-time review and bring back to commission next month (November 2017) / Second by Hunwick.

Roll Call Vote Ayes: 3 Nays: 2 Bossardet & Sutherby Motion Carried

9) NEW BUSINESS

A) Acceptance of Resignation of Lori Fisher

Motion by Dunn to reluctantly accept the resignation of Lori Fisher from the OCCTV Commission/ second by Hunwick

Ayes: 3 Nays: 2 Bossardet & Sutherby Motion Carried

B) Election of Treasurer

Motion by Dunn to elect Jacob Newby the Treasurer/second by Hunwick

Roll Call Vote Ayes: 4 Nays: 1 Bossardet Motion Carried

C) 2018 BUDGET - Service

Manager Service requested approval of the presented 2017-2018 Revenue and Expenditure Budget in the amount \$390,245.

Manager presented 2018 stating very few changes to expenses and that Franchise Fees for both Charter and AT&T went down in the first half of 2017 but back up in the final Franchise payments. Township Deputy Supervisor Deanna Cushing explained the Peg Fees were originally removed from the budget she placed them back in to show at 100% revenue. Deanna requested that each municipality begin forwarding all PEG fee figures to the township so that it can be shown in the budget. The \$300,000 Capital Improvement Reserve and \$20,000 Equipment Reserve fund was pulled out of the budget, but placed below the budget so show it exists.

Commissioner Dunn requested Personnel Committee look at employee wages for potential increases. Commissioner Bossardet requested budget information for comparative Public Access stations and OCTV Employee Wage requests.

Motion by Hunwick/second by Sutherby

Roll Call Vote Ayes: 4 Nays: 1 Dunn

**Motion Carried** 

## OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY. OCTOBER 23, 2017

### **NON-AGENDA ITEM MOTION:**

Motion by Dunn/second by Hunwick that Personnel Committee meet and come up with recommendations for wage increases for the first of the year Aves: 5 Navs: 0 Motion Carried

#### E) PROPOSED 2018 MEETING DATES - Kenny

Motion by Dunn/ second by Sutherby to approved the Meeting Dates as presented.Ayes: 5Nays: 0Motion Carried

#### **COMMITTEE REPORTS:**

**Technical Committee:** None **Personnel Committee:** None **Facilities Committee:** Unable to get architect to studio due to Davis family tragedy, will do next week.

<u>MANAGER'S REPORT</u> - New Intern Rachael Baker. AT&T third quarter was worse, but numbers of customers are shifting back to cable providers is increasing.

<u>PUBLIC COMMENTS</u> - Teri Stiles offered condolences to the Davis family. Neilson ratings show a slight increased shift to television viewing. Ashley Pointe is now working for Orion Neighborhood TV due to increase hour opportunity.

Deanna Cushing informed commission of memorial service for Sue Bellairs and Dale Birch at the township building.

COMMISSIONER COMMENTS - Congratulations to Kyle Snage from the board.

**Commissioner Dunn -** Would like to pass total board condolences to the Ron Davis family for their loss and welcome to Jacob Newby.

Commissioner Newby - None

**Commissioner Sutherby** - Welcome to Jacob, deeply sorry Lori Fisher resigned and feels she was a great addition to the commission.

**Commissioner Bossardet** - Echo Commissioner Sutherby. **Commissioner Ed Hunwick** - None

**ADJOURNMENT** 

Commissioner Dunn moved, Commissioner Sutherby seconded, to adjourn at 5:09 p.m.. Ayes: 5 Nays: 0 Motion: Carried

Sue Bossardet, Chairperson

Charlene Sutherby, Vice-Chairperson

11-27-17

Date Approved /tls