

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,  
April 30, 2018

A Regular Meeting of the Oxford Area Cable Communications Commission was January 22, 2018 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Ed Hunwick called the meeting to order at 4:00 p.m.
  - 2) Respects to the Flag
  - 3) Members Present: Maureen Helmuth (Village of Oxford), Bill Dunn (Township of Oxford), Ed Hunwick (President, Township of Oxford), Jacob Newby (Township of Addison).
- Absent:** Char Sutherby (Vice-Chairperson, Leonard Village)  
**Also Present:** Station Manager Bill Service, Dave Kenny, Teri Stiles.

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn/seconded by Commissioner Helmuth to approve agenda with removal of 9B.

Ayes: 4                Nays: 0                                Motion Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Dunn moved to approve minutes January 22, 2018/ second by Commissioner Helmuth.

Ayes: 4                                Nays: 0                                Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 1/22/018, thru 4/2/18, in the amount of \$61,992.73

Dunn motioned to approve / seconded by Helmuth.

Roll Call    Vote    Ayes: 4    Nays: 0                                Motion Carried

B) OACCC Year to Date Revenue/Expenditure Report for 2018

Dunn moved to receive and file/seconded by Helmuth.

Ayes: 4                                Nays: 0                                Motion Carried

C) OACCC Invoice GL Distribution Report - January 2018.

Dunn moved to receive and file/seconded by Helmuth.

Ayes: 4                                Nays 0                                Motion. Carried

D) OACCC Invoice GL Distribution Report - February 2018.

Dunn moved to receive and file/seconded by Helmuth.

Ayes: 4                                Nays 0                                Motion. Carried

E) OACCC Invoice GL Distribution Report - March 2018.

Dunn moved to receive and file/seconded by Helmuth.

Ayes: 4                                Nays 0                                Motion. Carried

8) UNFINISHED BUSINESS

A) OACCC Handbook Status - Dunn

Township Human Resource was to look at Handbook. Commissioner Dunn stated HR has not looked at it yet and requested to put on next meeting agenda.

Dunn motion to set aside until May, 2018 meeting/second by Hunwick.

Roll Call Vote                Ayes: 4                                Nays 0                                Motion. Carried

B) Status of new OCTV Facility – Manager Bill

Manager presented new estimate of building cost at \$247,600 along with architect plans. Dunn explained Township Parks and Recreation Director Ron Davis has not yet approached Oxford Township Board to request funds to complete community/senior center portion of the building, but should at next Township

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meeting. Chair Hunwick stated contractors told Mr. Davis the project could be completed in less than six months.

Ayes: 4

Nays: 0

Motion. Carried

9) NEW BUSINESS

**A) Medical Insurance - Teri Stiles**

Stiles explained she is allowed \$600 per month (\$7,200 per year) to pay medical insurance premium. Of that \$7,200, during the year 2017, Stiles was paid \$4,800 by the township, toward her Insurance Premium. Due to Obama Care supplements of the premium, throughout the year, the monthly premiums were around \$467. In filing income tax, however, the IRS reversed the supplement, which left her owing the IRS \$4,900. Stiles requested to be paid the remainder of the \$7,200 premium allowance (totaling \$2,389.00) in order to put toward the Obama Care supplement owed the IRS.

**No Action Taken**

10) COMMITTEE REPORTS:

**Technical Committee:** None

**Personnel Committee:** None

**Facilities Committee:** Chair Hunwick stated the focus going forward to the new facility along with the Employee Handbook. Dunn will check with the township HR facility and Commissioner Helmuth will check with Attorney Davis.

MANAGER'S REPORT

Fiber Optic upgrade by Spectrum is complete. Oxford resident Sharon Heskitt working on doctoral dissertation, requested our help in videoing it, she obtained her doctorate and is now doing a health segment on our programming. In five years our YouTube views are up 410,000%, (based on the YouTube algorithms). Teri attended the Career Tech Education Advisory Board meeting and obtained permission to air student broadcast programming. Naming of USMC Naval War Ship Commissioned to Patrick Gallagher letter attributing it's successful campaign, with OCTV's help.

COMMISSIONER COMMENTS

**Commissioner Newby -** None

**Commissioner Hunwick -** None.

**Commissioner Dunn -** Questioned if OCTV is covering Tough Mudder on June 2 & 3. OCTV will have full coverage. Commissioner Dunn stated he was to meet with Tough Mudder staff and would take OCTV Production Manager to meeting.

**Commissioner Hunwick -** None

PUBLIC COMMENTS - None

ADJOURNMENT

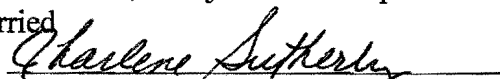
Commissioner Helmuth moved, Commissioner Dunn seconded, to adjourn at 4:34 p.m..

Ayes: 4

Nays: 0

Motion Carried

  
Ed Hunwick, Chairperson

  
Charlene Sutherby, Vice-Chairperson

5/2/18  
Date Approved

/tls