

Meeting of the Oxford Area Cable Communications Commission

November 26, 2018

22 W. Burdick

Oxford, MI 48371

- 1) Chair Ed Hunwick called the meeting to order at 4:01 p.m.
- 2) Respects to the Flag
- 3) Members Present: Ed Hunwick (Chair, Township of Oxford) , Bill Dunn (Township of Oxford), Jacob Newby (Township of Addison), Charlene Sutherby (Vice-Chairperson, Leonard Village)

Absent: Maureen Helmuth (Village of Oxford)

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

4) Approval of Agenda:

Motioned by Commissioner Dunn/seconded by Commissioner Sutherby to approve the agenda as presented:

Ayes: 4 Nays: 0 Motion Carried

5) Public Comment: - None

6) Approval of OACCC Meeting Minutes August 27, 2018:

Commissioner Dunn moved to approve / second by Commissioner Sutherby.

Ayes: 4 Nays: 0 Motion Carried

7) Bill Review:

- A) OACCC Expense /Revenue Bill Run for Approval - 8/20/18 thru 11/12/18. Sutherby moved/ second by Dunn to pay bills in the amount of \$149,612.22

Roll Call Vote Ayes: 4 Nays: 0 Motion Carried

B) OACCC Year to Date Revenue and Expense Report 2018

Dunn motioned/second by Sutherby to receive and file. Chair Hunwick questioned if building funds were already being taken out of budget.

(To date totals included in packet).

Confirmed Franchise Fee Expenditure.

C) OACCC Invoice GL Distribution Reports for August, September, October 2018.

Dunn motioned/second by Sutherby to receive and file.

Ayes: 4 Nays: 0 Motion Carried

8) **Unfinished Business**: Status on new OCTV Facility - ServiceA) Walls and windows are up. Drywall this week and should be ready to move in middle to end of February 2019. Lease is up on February 28, 2019. Commissioner Dunn suggested Trustees can be recruited to move facility. Cavalry Computing will rewire. Moving budget should be around \$4,000.

B) Medical Insurance - Teri Stiles

Commissioner Dunn moved/ second by Sutherby to roll insurance premium of \$600 into salary.

Roll Call Ayes: 4 Nays: 0 Motion Carried

C) **OCTV Handbook Status** - Kenny

Employee handbook is complete. Created by Paychex based on OCTV business and interviews.

Dunn moved/second by Hunwick to approve the new Oxford Community Television Employee Handbook to take effect November 1, 2018.

Sutherby questioned if gun policy included.

Dunn withdrew motion/second by Hunwick in order to review handbook.

No action was taken.

D) Status of re-establishing PEG Fees - Stiles

Attorney Mike Watza is still waiting for Village attorney approval of Interlocal agreement to represent OACCC communities. Also advised to hold off on moving forward until House votes on Senate Bill 637.

No motion

9) **Oakland County Investment Report** :

Dunn motioned/second by Sutherby to receive and file.

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

10) **New Business**

A) 2018 Budget Adjustments - Service

Dunn moved/second by Sutherby to approve the budget adjustments on pages 35-39.

Roll Call Ayes: 4 Nays: 0 Motion Carried

B) 2019 Budget - Service

Manager Bill Service stated adjusted revenue carry-over from 2017 Treasurer included PEG from Addison and Oxford Townships and the

Villages of Oxford and Leonard, which there were none. Revenues from Underwriting has increased. Reduced Employee Wage Item. Professional Services Adjustment due to unexpected attorney expenses and transfer of funds for construction bills. Everything else pretty much in line with 2018 budget.

Sutherby motioned/second by Newby to approve the 2019 budget as presented.

Roll Call Ayes: 4 Nays: 0 Motion Carried

C) Proposed 2019 OACCC Meeting Dates - Kenny

Dunn motioned/Sutherby to following meeting dates of January 25, February 25, May 20, August 26, and November 25 for 2019.

 Ayes: 4 Nays: 0 Motion Carried

11) Committee Reports:

- a) Technical Committee - None
- b) Personnel Committee - Have a handbook.
- c) Facilities Committee - Covered

12) Manager's Report:

Americana Concert got 2,447 hits on Facebook. Agreement on the Property Lease is complete, Chair Hunwick will talk to Parks and Recreation about Township Attorney Bill.

Dunn motioned/Sutherby second to receive Manager's Report.

Ayes: 4 Nays: 0 Motion Carried

COMMISSIONER COMMENTS

Vice Chair Sutherby – Saw Americana Concert and Stray Dog Winery and thought it was well done.

Commissioner Newby - None

Commissioner Dunn - None

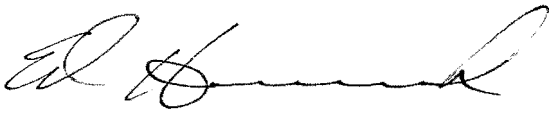
Chair Hunwick - Wish everyone a Merry Christmas

PUBLIC COMMENTS- None

ADJOURNMENT

Commissioner Dunn moved, Sutherby seconded, to adjourn at 4:44p.m..

Ayes: 4 Nays: 0 Motion Carried



Ed Hunwick, Chairperson
Chairperson

Feb 11, 2019
Date Approved/tls

Charlene Sutherby, Vice-

