

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, July 20,2022 at 7:45 am

***Village of Beverly Hills

Council Chambers***

18500 W. 13 Mile Road

This meeting will be held IN PERSON

1. Roll Call
2. Approve Meeting Minutes for Cable Board Meeting of June 15, 2022- M
3. Public Comments
4. Municipal Support Services Grant Request- Franklin-Bingham Fire Department- M
5. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
6. Executive Director's Report
7. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
8. BAPA/BAMA Report
9. Old Business
10. New Business
11. Public Comments
12. Board Comments
13. Adjourn

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – June 15, 2022

Gugni called the meeting of the Birmingham Area Cable Board to order at 7:45 AM. in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

Gugni stated this was not a scheduled meeting since the Board is going to alternate months. Because the Board was unable to have the May meeting, due to a lack of a quorum, it was decided to have a June meeting to take its place.

Present: Eick, Abraham, Whittington, Shand, Cleary, Fenberg – Birmingham
Gugni, Henry, Kamoo, Tootell– Beverly Hills
David - Franklin

Also Present: Gojcaj – Attorney for Cable Board
Rota – Bloomfield Community Television
Black – Bloomfield Community Television

Absent: White - BACB Executive Director

Gugni welcomed the new Cable Board member, Rick David, representing Franklin.

APPROVE MINUTES OF CABLE BOARD MEETING HELD March 16, 2022 and May 18, 2022

Gugni stated that for the May meeting there had not been a quorum, therefore, there was not a meeting. The minutes reflect this.

Motion by Eick, seconded by Kamoo to approve the minutes of the Cable Board meetings on March 16, 2022 and May 18, 2022, as presented.

Motion passed unanimously.

PUBLIC COMMENTS

None

MUNICIPAL SUPPORT SERVICES GRANT REQUEST – FRANKLIN HISTORICAL SOCIETY

Gugni mentioned the letter in the Board packet, dated March 11, 2022, received from Ann Lamott, President of the Franklin Historical Society, requesting the continuation of funding of a one-year internet subscription from Comcast for the Museum. This would allow the museum personnel on-site access to facilitate current and future projects. This request has been granted in the past and the amount is consistent.

Motion by Fenberg, seconded by Henry and Kamoo to approve a Municipal Support Services Grant for internet services in the amount not to exceed \$1,102.80 annually or \$91.90 per month to the Franklin Historical Society for the cost of the internet service at the Franklin Historical Museum for FY 2022-2023.

Roll Call Vote

Shand Aye
Abraham Aye

Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Abstain
Kamoo	Aye

Motion Passed. (10-0; Abstain:1)

APPROVAL OF BUDGET AMENDMENTS FOR FY 2021-2022

Gugni referred to the “Recommended Budget Amendments for FY 2021-2022” sheet which was included in the Board packet. These recommendations were submitted by White, Executive Director, for the current year which expires June 30, 2022.

Gugni read the seven (7) individual recommendations: Administrative Grants increased to \$299,962.00; HR Services increased to \$1,000.00; Auditing increased to \$11,725.00; Cable Contractor increased to \$262,350.00; Communications increased to \$4,843.00; Equipment increased to \$35,000.00; and Mileage increased to \$850.00. Each increase was detailed.

Motion by Fenberg, seconded by Eick and Cleary to approve the Budget Amendments for 2021-22 BACB Budget as recommended in the BACB Executive Director’s Memo.

Roll Call Vote

Abraham	Aye
Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Aye
Kamoo	Aye
Shand	Aye

Motion Passed. (11-0).

APPROVAL OF BACB FISCAL YEAR 2022-23 BUDGET

Fenberg presented a memo with the current Budget for year ended June 30, 2022 and for the year ended June 30, 2023. The current Budget does not reflect the approved amendments at today’s

meeting. The Total Franchise Fee Income is anticipated to increase by approximately 10% from \$225,150 to \$248,005. Most of the other expense items have been adjusted accordingly. As a reminder, Administrative Grants is a “place holder” as it is a return of any excess funds back to the four (4) communities. This is determined after the audit is completed for June 30, 2023. Therefore, the exact number will be determined by January 2024. The Total Franchise Fee Expenses match the Total Franchise Fee Income, resulting in zero Net Income. The Total PEG Revenue, which are restricted funds, is anticipated to increase to \$632,300.00 and with “other income” the Total PEG Revenue would be \$633,315.00. The Total PEG Operations would be \$633,315.00, with the Total Net PEG Income of zero.

Black referred to his memo sent to White, “Production Truck Budget FY 2022-2023”, dated June 9, 2022, which gave some background information on the current Production Truck. The Budget FY 2022-23 request is for the purchase of new cameras and accessories for the truck. He described the truck as “a production studio on wheels” for anything that can’t happen in the studio.

Fenberg explained that the Total PEG Operations will equal the PEG Income. Any excess income is restricted and placed in a fund reserved for use in PEG Operations.

David remarked that the PEG increase is significant. Gugni remarked that this issue will need to be addressed, possibly at the next meeting when White is present.

Motion by Fenberg, seconded by Eick to approve the Fiscal Year 2022-23 Budget as outlined.

Henry noted that there were many good questions being asked at this meeting and there weren’t any answers, especially about the big increase of PEG Revenue.

Gugni recessed the meeting.

Gugni resumed the meeting at 8:15 AM.

During the recess Gugni called White, BACB Executive Director, who was not in attendance due to recent surgery.

There was a discussion regarding further revisions necessary to the proposed Budget. Fenberg explained the correction to the proposed Budget which deals with the PEG Revenue. The proposed Total PEG Revenue for FY 2022-23 will be changed to \$440,000.00. Total PEG Operations will remain the same at \$633,315.00 with a Total Net PEG Income of -\$192,300.00.

The new proposed Budget will be updated to reflect these changes and appear in the minutes.

There will be a transfer of \$192,300.00 from Restricted PEG Fund Equity to Total Peg Income. The Restricted PEG Fund Equity has more than sufficient funds for PEG usage only. Answering Gugni’s inquiry, Fenberg stated this was an appropriate PEG usage of such funds.

Gojcaj had no objections, explaining that PEG Restricted Funds are required to be spent on capital equipment such as being discussed. Therefore, this transfer of funds for such capital improvements to the Budget is allowable.

Motion by Fenberg, seconded by Kamoo to approve the Fiscal Year 2022-23 Budget, as proposed (and revised).

Roll Call Vote

Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Aye
Kamoo	Aye
Shand	Aye
Abraham	Aye

Motion Passed. (11-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham reported there had not been a meeting last month. He noted that the time and location of the meetings have changed to immediately follow the BACB meetings. However, there would not be a meeting today as there was nothing to discuss.

PEG Committee

Kamoo reported there was not a meeting since the last one. However, there will be a meeting immediately following this Cable Board meeting.

EXECUTIVE DIRECTOR'S REPORT

White was not in attendance; however, she submitted her monthly Report, dated June 5, 2022. Gugni noted there were ten (10) Customer Complaints and suggested the Board members read them.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts and BACB financial reports for May 2022 were sent to all Board members.

CHECK DISBURSEMENT

White has written 15 checks, all recorded in her report, some of which Gugni listed. The large ones were to City of Birmingham (Administrative Grant), Beverly Hills (Administrative Grant), Village of Franklin (Administrative Grant), Village of Bingham Farms (Administrative Grant), and Charter Twp of Bloomfield (Quarterly Contract Payment Jan-March 2022, Quarterly Contract Payment July-Sept 2021, and Quarterly Contract Payment April-June 2022).

ADDITIONAL NOTES

Gugni advised the Board to read White’s Additional Notes which she had included in her report.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present and no new information received.

c. WOW

There was no representative present and no new information received.

BAPA/BAMA REPORT

Black referred to Rota’s memo submitted to BACB, “Report March 17, 2022 through June 15, 2022”, dated March 10, 2022. In his written report which was included in the packet he listed all **BAMA** regularly scheduled municipal meetings under the contract.

For the **BAPA** Programs, 43 public access programs by producers and organizations were taped and listed in Rota’s report.

PRODUCER AND VOLUNTEER WORKSHOP

As always, the Producer and Volunteer Workshops are offered to those interested in producing their own program or getting some behind the scenes experience, such as operating cameras. If interested, please call the studio at 248-466-7790 or send Black an email (GBlack@BloomfieldTwp.org) to set up a workshop date and time. These are one-on-one instruction sessions.

Black added that the Birmingham in the Park concerts in Shain Park begin Wednesday, June 15 at 7 PM. and continue until Wednesday, August 17. The Production Truck will be there for those who want to see it in action.

A LITTLE EXTRA

In Rota’s report, he included that Black spoke in front of the Birmingham Rotary Club last month. Black spoke about the station and its relationship with the Cable Board and gave some background information of what the Board does.

Black confirmed that Bloomfield Community Television has recently hired a new Director.

OLD BUSINESS

There was none.

NEW BUSINESS

Gugni noted that BACB will now be meeting alternate months and all the Board members had been in favor of that move. Today he was asking the Board for further feedback. The question had arisen that if the BACB could not meet on its regularly scheduled date, would the next meeting be in four (4) months? He, personally, did not think that was a good idea, referring to the postponement of today's discussion on the Budget as an example.

Tootell agreed that the four (4) month interval between meetings would be too long. Her idea would be if the regularly scheduled meeting could not happen it should be moved to the following month.

For clarification, if a regularly scheduled monthly meeting was cancelled and it was necessary to schedule a meeting for the following month, the regularly scheduled meeting would then be the next month (its regularly scheduled month).

Shand suggested that White notify the four (4) communities that BACB has changed its meeting schedule to every other month. Hopefully this would avoid the need for a Special Meeting.

Gugni reminded the Board of the wording of the Resolution Concerning Meetings which had been approved at the February meeting. It stated that meetings would be every other month or as the BACB further decides. Therefore, no vote was necessary on this subject at this meeting. Gojcaj agreed and emphasized that, if need be, the Chair or any representative could always call a Special Meeting for any business that the Board needed to attend to.

Eick asked for clarification about having alternates to the BACB from the four (4) communities. Alternates might resolve the problem of not having a quorum. Gugni was unsure if some or any of the communities have alternates at this time. Eick requested more information on this subject and the procedure for obtaining alternates. Gugni stated that White sends meeting notices to each Board member before each meeting requesting attendance information. This information can indicate whether there would be a quorum or not.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

There being no further business, the meeting was adjourned at 8:40 AM.



Franklin-Bingham Fire Department

17 June 2022

Birmingham Area Cable Board
Ms. Cathy White, Executive Director
P.O. Box 165
Birmingham, MI 48012

Re: Grant Request for Internet Access Consideration for FY2022-2023

Dear Chairperson White,

The Franklin-Bingham Fire Department currently obtains Internet access through contractual agreements with Comcast for fire station internet access, and Verizon Wireless for scene-based EMS incident reporting access. These services were selected based upon coverage, speed, cost and the ability to receive static IP addresses, so that we can host our public website as well as communicate with our personnel, via a secure internal web connection.

While we do not rely on county based systems, due to cost, we remain reliant on internet connectivity, in that we may be able to communicate effectively during normal times as well as when involved or as a result of emergency situations, including:

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- Access to the Oakland County and State of Michigan Emergency systems
 - Access to the State of Michigan Health Alert Network System
 - Access to the State of Michigan mandated EMS report systems (MI-EMSIS & Sansio)
 - Access to internet based fire records and training reporting systems (Emergency Reporting and FireRescue1 Academy)
 - Access to the US Fire Administration records site to upload our fire reports
 - Access to multiple US DHS response and intelligence networks
 - Access to NOAA severe weather services

Our department, like many others, relies on access to the internet, we are also faced with many of the same increasing costs of doing business. As a result, it is becoming more and more difficult to cost effectively meet our current obligations. With this in mind, I am writing to you to request any available grant assistance to the department to cover our internet connectivity costs of \$104.95 per month for Comcast fire-station internet service and \$119.97 per month for Verizon Wireless internet access. For the fiscal year starting July 1st, this would total \$2,699.04. Your support, if approved, would help us out that much more in providing our services to the public, by allowing us to maintain a level of service commensurate with our obligations.

Thank you for any and all consideration and assistance and please feel free to contact me at 248.626.9862 with any questions, comments, or other information needs you may have.

Tony Averbuch, Fire Chief

MEMORANDUM

DATE: July 14, 2022
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received three (3) complaints since the date of my last report. Complaint No. 2022-15 was filed on behalf of a Beverly Hills resident who has been trying to get WOW to remove a cable laying across her fence. This complaint is pending.

Complaint No. 2022-16 was submitted by the Treasurer of the Birmingham Woods Condominium Association who has requested assistance in getting AT&T to clean up some of their wires and to use only one point of entry into the buildings as required. This complaint is pending.

Complaint No. 2022-17 was received from a Beverly Hills resident who was concerned about a tree branch laying on the cable wires which could end up pulling the lines down. It was initially believed to be a Comcast issue but the Comcast crew that was dispatched to the location indicated that the lines belong to WOW. This complaint was subsequently submitted to WOW and the tree branch was removed. This complaint is now closed.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts as of June 30, 2022, will be e-mailed to all Board members, as well as BACB financial reports for the month of June, 2022. Hard copies of these documents will also be distributed to Board Members at the meeting.

CHECK DISBURSEMENT

Seven (7) checks have been written since the date of our last meeting as follows:

1. B & H Photo Video (equipment): \$798.69
2. B & H Photo Video (equipment): \$4,820.14
3. Steve Rota (reimbursement for meeting refreshments): \$46.86
4. Advanced Lighting & Sound (equipment): \$4,300.00
5. Michigan United Credit Union (Visa-phone, equipment): \$276.45
6. Michigan Municipal Risk Management Authority (insurance): \$3,073.00
7. Michigan Municipal Risk Management Authority (insurance): \$1,500.00

ADDITIONAL NOTES

1. Comcast has notified us that they are committed to working hard to recover the fees charged by the regional sports networks for sporting events and broadcasts which were put on hold during the pandemic. Courtesy adjustments are being made as those fees are recovered by Comcast. The company has indicated that it will give its customers 100% of what it receives.
2. The Michigan Public Service Commission has issued a press release to announce that it has launched a Facebook page in order to expand its outreach on energy and telecommunications matters and get critical information to Michigan residents. The MPSC already has a presence on Twitter and LinkedIn and posts videos of meetings and other content on its YouTube channel. But June 30, 2022, marks the Commission's first foray onto Facebook, which is the second-largest social media platform in the United States (after YouTube). The Pew Research Center reports that nearly 70% of American adults use Facebook. The timing is especially important considering the renewed work to ensure that affordable high-speed internet service can reach all parts of the state.



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report June 16, 2022 through July 20, 2022

Date: July 14, 2022

Cc: Greg Black; Cathy White; Gil Gugni; Ray Kamoo; Carrie LeZotte

BAMA Programs

During this time period we've completed all regularly scheduled municipal meetings, which include: the BACB meeting, Baldwin Public Library Board and Trust meeting, The Village of Bingham Farms meeting, The Village of Beverly Hills Council meeting, The Village of Franklin Zoning, Council, Planning and Historic meetings, The City of Birmingham's, Commission, Planning Board, Parks and Rec Board, Zoning Board of Appeals, Historic Board and Design Review Board, the Multi Modal Meetings and a Special Birmingham Planning Board Meeting and a Birmingham workshop.

BAPA Programs

From BACB area individual producers and organizations, we've taped 14 programs.

- ❖ Three Eye on Oakland hosted by Chuck Moss.
- ❖ Two *Gracefully Greying* hosted by Henry Gorenbein.
- ❖ Four Michigan Entrepreneur hosted by Tara Kachaturoff.
- ❖ Five Concerts in the Park.

PRODUCER WORKSHOP

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.

Birmingham In the Park Concert COVERAGE

Every Wednesday at 7:00 PM and goes until Wednesday, August 17th.

A NEW EDITION TO BLOOMFIELD COMMUNITY TELEVISION

Please welcome Carrie LeZotte, Director of Cable and Community Relations. Carrie is a Franklin resident so she knows the area, and she comes with a wealth of knowledge in PR, Media Relations, and Video Production. As a film maker, business owner, and professor, her qualifications and experience will be a true asset to the Township. I'm excited for the leadership she will provide and the vision she will bring to the team.

BACB CREW SHIRTS

We discussed in our last PEG meeting new crew shirts. Back in 2015 we spent close to \$850. I would anticipate this cost to go up and would ask the board to approve not to exceed \$1,000 on new crew uniforms.