

Waterford Cable Commission
AGENDA
6:30 pm, Tuesday, August 18, 2020
Town Hall, 3rd Floor Conference Room

1. Approval of agenda
2. Approval of minutes
3. Correspondence and bills
4. Signal quality
5. Subscriber complaints
6. Report from Media Network
7. Report from Cable Coordinator
8. Comments
9. Adjourn



Waterford Township Cable Commission

Minutes of the Tuesday, February 18, 2020, Meeting

Members Present: Bob Piggott, Al Pavlish, Laura Petrusha, Steven Thomas, Gary Allison (Cable Coordinator)

Members Absent: Ken Fuerst, Kathy Hepler

Guests: Josh Bowren

The meeting was called to order by Chairperson Laura Petrusha at 6:37 p.m.

Roll Call.

Agenda – Steve Thomas motioned to approve the agenda for February 18, 2020, supported by Bob Piggott. Approved unanimously.

Minutes – The motion to approve the minutes from January 21, 2020 was made by Steven Thomas and supported by Bob Piggott. Approved unanimously.

Correspondence and Bills – Residents letter of appreciation for the Cable Department to Township Supervisor Wall for help with concerns regarding cable contractor practices. Comcast letter informing of upcoming channel changes.

Signal Quality – Nothing to report.

Subscriber Complaints – No outstanding complaints.

Media Network Report – Josh Bowren reviewed the Media Network report. Following discussion, report was accepted by the commission.

Cable Coordinator's Report – Gary Allison reviewed the Cable Coordinator report. Following discussion, report was accepted by the commission.

Comments – Steve Thomas announced he's running for Waterford Township Treasurer.

Adjournment – The motion to adjourn was made by Steven Thomas and supported by Bob Piggott. The motion was unanimously approved, and the meeting adjourned at 7:26 p.m.

Respectfully submitted,

Bob Piggott, Secretary

Township of Waterford
Cable Coordinator Report March-August 2020
Submitted by Gary Allison

- Inside Waterford
 - Two special episodes of Inside Waterford were produced, one regarding the 2020 census and the other will the single-hauler issues. Both shows are on rotation on Channel 20 and available on demand.
 - Two episodes with guest Kim Markee, Township Clerk regarding upcoming elections.
- AT&T
 - We've experienced some issues with our AT&T feed. A reboot of the rack appears to fix the issue. We suspect that this is a Comcast issue and are currently working on having Comcast investigate the problem.
 - AT&T no longer offer U-verse as an option for new customers. Existing customers continue to receive support.
 - This is part of an expected move from cable service to satellite and broadband only. We predict AT&T to phase out U-verse completely by 2025. This move will have an impact on cable franchise and PEG fees.
- Comcast
 - The cable department assisted the library with their cable issues and installed a new cable box.
- PROTEC
 - PROTEC is in preliminary discussions with various stakeholders for the purpose of increasing local programming and developing shared funding sources. More to follow.
- Election
 - As far as the cable department is concerned, the presidential primary election went off with zero problems. We utilized our new text features with the CASTUS unit and worked beautifully. The workflow is extremely user friendly and flexible.
 - Cable department produced election results for broadcast during the state primary election without issue.
- PSAs
 - Public Service Announcement videos produced for the Clerk's Office regarding voting policies, absentee ballots, and how-tos for voters produced.
 - PSA video produced in cooperation with the township's emergency manager.
 - PSA video produced in cooperation with the township supervisor.
 - COVID PSA
 - 2 Census PSAs
 - PSA video produced in cooperation with the library.
 - PSA video produced in cooperation with the fire department.
 - PSA video produced in cooperation with development services.
 - PSA video produced in cooperation with the CDC.

- Press Conference
 - Waterford Township hosted a last minute press conference held by representatives from townships, villages, and cities in North Oakland. Channel 20 broadcast the press conference live and replayed the recording on Channel 20 and on demand.
 - Media Network covered the press conference from a news perspective and made the coverage available on Facebook immediately after the conference.
- State of the Township
 - Recorded the State of the Township. The recording airs on Channel 20 and will do so until July.
- COVID
 - The township chose to close to the public on March 18, 2020 and limit staff in all buildings.
 - The township ordered non-emergency workers to conduct business remotely March 24, 2020. The cable department worked remotely from March 24 – April 6, 2020.
 - The cable department met with the IT department to discuss technical aspects of virtual public meetings.
 - Conducted technical tests for virtual meetings broadcast specs with the IT department.
 - Township Board of Trustee meetings began virtual public meetings on April 13, 2020, utilizing GoTo Meetings. The GoTo Meeting service was found not to be compatible with the cable departments broadcast equipment, however, a we were able to work around the incompatibility issue with Media Network's assistance, and have successfully broadcasted every meeting, including two trustee workshop meetings.
 - The township opened all buildings on limited basis to the public on June 22, 2020.
 - The township opened all buildings to the public on August 3, 2020.
 - Between March 18 and August 3, several department head meetings were conducted to discuss COVID policies and the effects on each department. Aside from studio productions, COVID policies had a limited effect on the cable department.
 - The planning commission chose to have a live public meeting at town hall due to public interest in the agenda. The township attorney recommended the meeting be held outside at the last minute due to state regulations regarding occupancy. In cooperation with the IT department, the cable department was able to provide a sound system and camera support at the last minute.
- Franchise & PEG Revenue

- 1st and 2nd quarter franchise and PEG fees have been received from Comcast and AT&T. Revenue is currently 1% below 2020 projections.
- CASTUS
 - Currently exploring moving our current video on demand service to a cloud based service. This will increase annual costs by approximately \$2,500. As we move forward, more information will be provide. We are in early stages.

Additional Productions

ZBA Meeting

Planning Commission Meeting