

**Waterford Cable Commission**  
**AGENDA**  
**6:30 pm, Tuesday, November 19, 2019**  
**Town Hall, 3<sup>rd</sup> 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, October 15, 2019, Meeting

Members Present: Bob Piggott, Ken Fuerst, Howard Heitzeg, Kathy Hepler, Laura Petrusha, Al Pavlish, Gary Allison (Cable Coordinator)

Members Absent: Steven Thomas

The meeting was called to order by Chairperson Laura Petrusha at 6:35 p.m.

Roll Call.

Agenda – The motion to approve the agenda for October 15, 2019 was made by Kathy Hepler and supported by Bob Piggott. Approved unanimously.

Minutes – The motion to approve the minutes from September 17, 2019 was made by Howard Heitzeg and supported by Ken Fuerst. Approved unanimously.

Correspondence and Bills – Comcast channel changes and invoice from Waterford Foundation for Public Education regarding awarded grants sponsored by the Waterford Cable Commission.

Signal Quality –AT&T feed is down for channels 20 and 22.

Subscriber Complaints – No outstanding complaints.

Media Network Report – 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 – Howard Heitzeg recommends that grant recipients attend a cable commission meeting in early 2020 to share how the cable commission grant impacted programs. Commission agreed and Howard Heitzeg will initiate contact via the Waterford Foundation for Public Education.

Adjournment – The motion to adjourn was made by Al Pavlish 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 November 2019  
Submitted by Gary Allison

- VOD System
  - Channels 20 & 22 were having issues with our new video on demand system. We were unable to upload videos though the system showed that they were properly transferred and rendered. Castus repaired the error and all VOD issues are resolved.
- AT&T Update
  - AT&T feed still down. However, the necessary equipment to send the required signal to AT&T has been ordered. The Township Board approved the budget amendment needed. We expect install next week.
- Emergency Manager Meeting
  - The Cable Department met with Waterford's new emergency manager to discuss cable's role with the emergency manager office. We are planning PSAs and video introductions in the coming months.
  - Additionally, crisis communication is a key feature to emergency management. A plan of action during an emergency will be implemented in the coming months, as well.
- Budget
  - The 2020 budget was approved by the Waterford Township budget committee.
- PEG & Franchise Fees
  - Comcast and AT&T PEG and franchise fees were submitted. Comcast was 1% above 2019 projections for the 3<sup>rd</sup> quarter. AT&T was 3% above 2019 projections for the 3<sup>rd</sup> quarter.
- FCC Order
  - The request that the FCC delay the order until the appeals have been heard and ruled on in the circuit court has been denied. However, as result of the request, clarification from the FCC was issued regarding the order:
    - The cable operator (Comcast and AT&T) must ask for an amendment to the franchise and then negotiate for up to 120 days before offsetting franchise fees and
    - The cable operator possesses the burden to prove the existing franchise violates the new Cable Franchise Order. That is, Comcast and AT&T must validate their requests through proof of cost offsetting needs, which may only be valid by way of an audit of Waterford's cable fund spending and requirements.
  - Waterford doesn't have any outstanding requirements imbedded into our current franchise agreements beyond what the state required. Additionally, our current franchise agreements concerning PEG are below the 2% max fees.