

**CITY OF CORTLAND
CABLE COMMISSION
Monday, September 17, 2012**

Present: Richard Menapace, Chair; Jim Forshee, Sharon Stevans, and Lisa Kahle, Commissioners; Vince Minnella, ex-officio member; and Barbara Bergeron, Secretary

Guests: Melanie Arnold, Access Coordinator, CACTV-2 at Time Warner Cable (TWC) of Cortland and Kyle Carr

Chair Menapace called the meeting to order at 7:02 PM. He welcomed Melanie and Kyle. There was no one present from the public sector.

Commissioner Sharon Stevans made a motion to adopt the minutes of June 4, 2012. Commissioner Jim Forshee seconded the motion, and the minutes were adopted.

Chair Menapace stated there was still no representative for the Town of Cortlandville. Dick Tupper has advised him he cannot find a volunteer to join the Commission.

He also advised that David Whalen (TWC) has still not provided any reports on outages. Commissioner Shelby asked if we could hold him accountable for that. The Commission was unsure if this was in the original contract. Commissioner Stevans didn't believe there was and Commissioner Forshee thought there might be. Chair Menapace asked Commissioner Forshee to look into this.

Chair Menapace noted he needed to talk with Mack Cook, Finance Director, about an audit of Cortland Cable Commission. This has not been done for sometime and the City of Cortland usually pays to have this done.

Next order of business was a discussion of request for new equipment. Commissioners Forshee and Stevans met with Melanie about this and two lists were created for a new computer and another list for camera(s) and all other items needed. Budgeted amount is \$7,000.

Two questions posed:

- 1) Would TWC support repairs of new equipment? –
Melanie didn't believe TWC would, as it's not their equipment, "but they might." Chair Menapace asked if Melanie had a resource of someone to do repairs if needed. She enthusiastically referred to Kyle Carr.
Commissioner Forshee stated most of the equipment being requested

was consumable although the camcorder was not. Chair Menapace then asked if the Commission would have to go to the City of Cortland or Cortlandville to cover repair expenses if there was not more money in the coffers.

- 2) If the City of Cortland and Cortlandville are the only contributing municipalities, would the new equipment be assigned to just these two?

Commissioner Stevans asked if the new equipment would be more user friendly and noted we need volunteers and people to do programs if Mel could train them. Commissioner Forshee although Commissioner Stevans would be using the equipment, it should be available for use of public access programming. Mr. Minnella asked if the City of Cortland and Cortlandville agree that the new equipment could be used by other areas, could we propose a maintenance cost for the other municipalities using the new equipment, especially if TWC would not cover repairs. Melanie stated she anticipates TWC would not support it if only City of Cortland and Cortlandville are allowed to use the equipment. She added that with public access, it's first come, first served and the new equipment should be available for everybody. She noted we do still have some equipment that could be used for public access. Chair Menapace asked that if other municipalities do use the new equipment, he'd like to be informed.

Chair Menapace had a meeting with Genevieve Suits, Mayor of Homer and didn't believe anyone in Homer would use it.

Mr. Minnella asked about the form he signs when checking out equipment. In signing the form, is he responsible for broken/stolen equipment? Melanie affirmed he would be, but no for normal wear and tear. The same form would be used for the new equipment. You break it. You pay!

Chair Menapace asked Kyle what his occupation was and where he lived. He is an adjunct instructor at TC3, freelance computer setups and Melanie referred to him as a boy genius. He would build the new tower computer. Kyle would purchase parts and bill along with labor to build them. He explained option #1 was more expensive (\$2740) over option #2 (\$1990) because it was geared for the future (media changes). Quotes are subject to change. Melanie has used Adobe premier software CX6 and she could teach users about the editing equipment. Some of the problems with the TWC old equipment: no USB port, CD dead, difficult to edit, hard to teach anyone how to use, shoots analog.

Mr. Minnella asked about back up and was advised there was a hard drive for applications and a hard drive for storage. Back ups could be done on thumb drives. Melanie would like ST cards for the future use instead of video tapes.

Kyle charges \$50/hr labor and estimates 2-4 hours to build the computer. Kyle suggested down the road to get a camera replacement that would be suited better in the future for other types of formatting.

Mr. Minnella stated access channel was not high depth and backing up to a website would be nice especially for Cortland County Historical projects. Melanie digitizes old stuff off VHS. Commissioner Stevans wondered if Cortland County Historical Society should put it up, live stream or on-demand on the computer that could be helpful for responding to information requests from all over the country. Chair Menapace suggested if the Cable Commission could spend no more than \$6500; then we might be able to buy a website domain. There is a company that holds chunks of data...Ensemble Services? The data is mostly archived and put up later, not live stream. Cortland County Historical Society should be an on-demand type. This may be deferred to next meeting.

Motion: Commissioner Stevans made a motion to accept the presentation of Option #1 (approximately \$2740). Lisa Kahle seconded the motion. The motion passed.

Motion: Commissioner Stevans made a motion, after review and approval, to expend money to buy the camera and other equipment (approximately \$3100). Commissioner Forshee seconded the motion. The motion passed.

Mr. Minnella recommended that Kyle Carr submit an invoice to the Cortland Cable Commission to be reviewed and presented to Mack Cook, City of Cortland.

Next meeting October 1, 2012 at 7:00 PM.

Chair Menapace thanked Melanie and Kyle for attending and their presentation to the Commission.

The meeting adjourned at 8:09 PM.

Respectfully submitted,

Barbara Bergeron