

SOUTHERN TIER NETWORK, INC.

Minutes

October 13, 2011

8 Denison Parkway East, Suite 310, Corning, NY

ATTENDANCE

Board Members: Mark Alger; David Hopkins; Michael Krusen; Michael Printup; Timothy O'Hearn; Mark Rogus; Marcia Weber; Howard Zingler; Jack Wheeler

CEO: Steven Manning

Absent: Judy McIntosh; Mark Middaugh

Guests: Joseph Starks; James Townsend

Call to Order: The meeting was called to order at 10:15 a.m. by Chair Marcia Weber in the conference room at the STC office.

1. Approval of Minutes – September 8, 2011: Upon a motion duly made (Mark Alger, Howard Zingler) and carried, the minutes of the September 8, 2011 meeting were approved.

An addition to the minutes of the July meeting includes the report out of the executive session at the June meeting at which the board discussed and approved a contract with GST BOCES for CEO services through STC.

2. ECC Technologies – ECC is working with Schuyler Hospital on plans to connect three locations in the Watkins Glen area through STN. A draft agreement for the connections was distributed to the board, including a non-recurring building entrance charge, a connection fee per month per location (based on the tariff rates), and a monthly maintenance fee per building.

It was proposed that STN consider lower costs for a long term (five to ten years) contract, and the Board discussed the merits of this strategy. Joe Starks will develop a draft matrix including criteria for decision making.

A master agreement and a service level agreement will accompany the Schuyler Hospital draft agreement shared with the Board at the next meeting.

Joe displayed maps showing the aerial routes that have been surveyed. The pole data has been gathered and is being overlaid into a GIS database. ECC has met with potential customers to talk about the possibility of leasing fiber capacity rather than building it, particularly in areas where building is difficult. However, available fiber capacity is limited.

There are three potential links that will be submitted to carriers for attachment rates by the end of the week.

ECC met with Steuben County regarding fiber routes, total mileage, and lateral build costs.

A discussion ensued regarding the interconnectivity with Access Ontario (connection point in Naples, NY). ECC will take the lead on drafting an Interconnection agreement between STN and AO.

The Board discussed the merits of extending the STN ring to educational facilities beyond the three-county region.

Marcia Weber will give a presentation on STN to the superintendents of the school districts next week. A discussion followed about the cost to the school districts and how to reach those that are far from connections.

The bid document, forwarded to the board last week for review, was discussed. Suggested changes will be incorporated and sent to Steve Manning and Marcia Weber for review.

Once contractors are chosen and prices given, the bid will be brought back to the Board for review and approval.

Contractors need to be approved by Corning Cable Systems NTI program and have been prequalified. The contractor will be required to be bonded.

The contractor will be required to test the cable upon receipt and sign off as accepted.

Upon a motion duly made (Mark Rogus/Mark Alger) and carried, the bid document with the inclusion of the changes noted above, including proper insurance requirements, was approved by the Board.

Joe said that it would be published in the newspapers within two weeks.

4. NYS Regional Economic Development Councils and Broadband – Marcia attended the work group on infrastructure to discuss telecommunications. Two proposals had been presented to the group, and the facilitator had combined them. The resulting proposal included a dark fiber open access model, similar to STN, and also high speed wireless internet to under-served residents, including small businesses in the rural areas.

There was discussion at the meeting. Most of the people on the committee were not familiar with telecommunications and were looking to experts for guidance. Eventually, the group did agree to put forth a combined proposal to the Regional Economic Development Council. Proposals are due to the state by November 15, with awards given by the end of the year.

5. Membership

- a. **Biography Packets Required of Each Board Member** – Steve reported that he had received a few bios to date and asked that each member get his/her bio to him.
- b. **Status of Committee Structure** –Committees have not been formed to date. The Executive Committee was taken out of the by-laws. The Audit and Finance Committees can be merged into one Committee (Finance/Audit Committee). A Governance Committee is also needed. These committees must be dominated by independent members. The board will be sent the most recent by-laws, which contain a description of each committee. It was asked that members send their preferences for committee assignment(s) to Steve.

6. CEO Report

- a. **Purpose Statement/Objectives Review** - the group discussed the Purpose Statement and made suggestions regarding the language. Steve will make revisions and send it to the Board for their review for discussion at the next meeting.

7. Other – there was no other business.

8. Adjourn – Upon a motion duly made (Mark Rogus/Mark Alger) and carried, the meeting adjourned at 12:30 p.m.

Respectfully submitted,
Susan M. Cratsley, Secretary