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Minutes  
February 14, 2012  
8 Denison Parkway East, Suite 310, Corning, NY

**ATTENDANCE**

Board Members: Dave Hopkins Judy McIntosh; Mark Rogus; Timothy O’Hearn; Marcia Weber; Jack Wheeler; Howard Zingler

CEO: Steven Manning

Excused: Mark Alger; Michael Krusen; Mark Middaugh; Michael Printup

Guests: Joe Starks, ECC; Kevin McLaughlin, Empire State Development/NYS Department of Economic Development; Jim Brady, Chemung County  
Jim Townsend (speaker phone)

Call to Order: The meeting was called to order at 11:05 a.m. by Chair Marcia Weber in the conference room at the STC office.

Jim Brady, Director of IT for Chemung County, was introduced to the board.

1. APPROVAL OF THE MINUTES – Upon a motion duly made (Jack Wheeler/Howard Zingler) and carried, the minutes from the January 12, 2012 meeting were approved as written.
2. PRESENTATION - Kevin McLaughlin, Empire State Development/NYS Department of Economic Development, was introduced. The Southern Tier Regional Economic Development Council has identified the need to expand broadband technology services throughout the Council’s 8-county region. Kevin requested STN’s assistance in providing expertise/model, a partnering relationship, or infrastructure to the other counties.

Discussion ensued regarding scope, potential size and territory involved, and considerations for managing such a large network.

One of the objectives in the STN Mission Statement is to establish connectivity with other regional networks, opening up transport to the Binghamton area.

**EXECUTIVE SESSION**

Upon a motion duly made (Dave Hopkins/Tim O’Hearn) and carried, the group went into executive session.

Upon a motion duly made (Tim O'Hearn/Mark Rogus) and carried, the regular board meeting resumed.

On a motion duly made (David Hopkins/Tim O'Hearn) and carried, the STN board will explore the possible expansion of STN into the greater Binghamton area. David Hopkins, Marcia Weber, and Steve Manning offered to participate in the presentation to the Southern Tier Regional Economic Development Council. ECC was asked to create the presentation, which would be reviewed at the STN board's March meeting. Kevin will inform Marcia when a meeting date has been set for the presentation to the Council.

#### 4. EXECUTIVE DIRECTOR'S REPORT

CEO Signing Authority - Upon a motion duly made (Tim O'Hearn/Mark Rogus) and carried, the board voted to grant Steve Manning, CEO, signing authority.

**Annual Legal Services Contract** –The monthly retainer in the proposed contract for the legal services of James Townsend, Esq., of the law firm Remington, Gifford, Williams & Colicchio will be \$1300 per month, up \$100 per month from the previous contract, due mainly to additional tasks required of Jim by the board. Upon a motion duly made (Tim O'Hearn/Mark Rogus) and carried, the legal services contract was approved.

**Lateral Build Understanding** – The Board established lateral build expenditure thresholds to be within 10% of the contracted term. This will be a general guide in determining STN funding of lateral builds when contracting with customers. Individual cases may be presented to the Finance/Audit Committee, including the CEO, for consideration and approval.

Upon a motion duly made (Mark Rogus/Dave Hopkins) and carried, the signing of the Schuyler Hospital contract as written was approved.

**ABO Board Member Training Requirement** – each board member is required to receive training within one year of his/her appointment. The Authorities Budget Office has online training at: <http://www.abo.state.ny.us/training/onlinetraining.html>.

**ABO Acknowledgement of Fiduciary Duty Agreement** – the agreement is available at:

<http://www.abo.state.ny.us/policyguidance/10-01FiduciaryDutyAcknowledgement.pdf> - Jim Townsend will keep the Acknowledgement of Fiduciary Duty Agreements in his files.

**STN Website** –STN will enter into a contract with inCommand Technologies, Inc. to develop the STN website. The cost will be \$5,000 for development and \$40.00 per month for hosting.

#### 5. ECC REPORT

**Construction Contract Updates** – ECC received the Letter of Credit required by Frontier, so ECC can move ahead with the make ready work. Priorities for the initial work have been established.

ECC is currently putting the construction contract together and will send it to the Board for approval.

The IRUs (Indefeasible Rights of Use) for each county are being reviewed by ECC and will be sent to the counties and the board for their review within the next few weeks. Also, ECC will discuss in-kind contributions with each county.

**Marketing Update** – ECC is continuing to market the Southern Tier Network. Discussions have occurred with the Hornell City Mayor and the Director of the Hornell Industrial Development Agency.

**Potential Access Into Binghamton** – discussed during the presentation by Kevin McLaughlin.

6. FINANCIAL REPORT – Steve Manning distributed the monthly STN financial reports.
7. OTHER – There was no other business.

ADJOURN - Upon a motion duly made (Judy McIntosh/Tim O'Hearn) and carried, the meeting adjourned at 12:50 p.m.

Respectfully submitted,  
Susan M. Cratsley, Recording Secretary