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Southern Tier Network, Inc.
May 12, 2016
Meeting Minutes

ATTENDANCE

Board Members: Timothy Dennis; Alan Eusden; Carl Hayden; Judy McIntosh; Timothy O'Hearn; Jim Osborn; Marcia Weber; Jack Wheeler; Howard Zingler

Excused: Dave Hopkins; Michael Printup; Mark Rogus; Thomas Santulli

CEO: Steven Manning

Guests: Andy Lukasiewicz; Joe Starks - ECC Technologies
JK Hage; Amy Porter - Hage and Hage (via conference call)
Tony Marzolino, Accountant/Fiscal Officer

CALL TO ORDER – The meeting was called to order at 10:10 AM by chair Marcia Weber in the STC conference room.

1. **APPROVAL OF THE MINUTES** – On a motion duly made (Zingler/Wheeler) and carried, the minutes of the April 14, 2016 meeting were approved.

2. **GOVERNANCE COMMITTEE REPORT**

a. **Public Safety Governance Committee (PSGC) Report** – the committee held its second meeting on May 6, 2106. In attendance were the IT Directors from each county. The focus of the discussion was on technical issues: managed service and support 24/7, sharing of technical support, and interconnectivity of the four county PSAP's. These topics require further discussion and investigation.

b. **Recommendation of Yates County Professional Services Fees**

On a motion duly made (O'Hearn/Hayden) and carried, the board went into **executive session** for the purpose of discussing contractual and customer-specific information.

On a motion duly made (Hayden/Eusden) and carried, the Board came out of **executive session** with **no action** being taken.

MOTION: On a motion duly made (Hayden/Zingler) and carried, barring affirmative action by the Yates County Legislature at their June 7, 2016 meeting, the work defined in the Professional Services Agreement (PSA) for pre-operational sales and marketing efforts will cease on June 8, 2016.

c. **Request Approval of Effectiveness of Internal Controls** – The committee reviewed the Effectiveness of Internal Controls and recommends them to the board for approval, seconded by Tim O'Hearn and carried.

- d. **Checklist for Development/Preconstruction Stages** – STN legal counsel developed and reviewed a checklist for use when determining route locations for STN's infrastructure outside the original three-county network. As part of a lengthy discussion, the board requested more timely communication and specified that information be shared between the STN design contractor and STN legal when the design of routes enters into a new county. STN legal recommended an agreement be constructed between STN and the county as the STN network enters into such county.

4. **ECC REPORT**

- a. **Marketing/Sales Report** – the ECC Sales and Marketing report was distributed via email to the board. There were no questions about the report.
- b. **Update on STN Yates & East Expansion Project** – a map of the Southern Tier East Expansion project was displayed with an update on the routes that will be used to extend the network.

Most of the Yates County underground fiber-pulls have been completed. ECC has solved a potential fiber supply problem that could have had an impact on project completion. The section from Geneva to the Yates border has been completed.

- c. **Outage Report** – the board reviewed information itemizing outages from July 1, 2015. It was reported that squirrel damage had been the most prevalent cause of outages during this period. The median downtime for repairs is within STN's Service Level Agreement standards.

5. **OTHER**

- a. **Next Board Meeting** – The next meeting will be held on Thursday, June 9, 2016.

6. **ADJOURN** – On a motion duly made (Eusden/McIntosh) and carried, the meeting adjourned at 11:40 AM.

Respectfully submitted,
Susan M. Cratsley, Recording Secretary