



**TECHNOLOGY REVIEW COMMITTEE MEETING
AGENDA**

February 10, 2021

This meeting held via Zoom due to Covid-19

Committee Attending: Phil Curran Richard Zink Jerry Scott

Others Present: Kier Dirlam Dwight Fanton Chuck Jessup
 Craig Clark Jonathan Dennehey
 Brent Reynolds Debra Root
 Carissa Knapp – County Administrator
 Wayne Hawley Dave Pullen Chris Siracuse

1. CALL TO ORDER:

a. The meeting was called to order at _____ pm by the Chairman Curran.

2. MINUTES:

**On a motion by _____ and 2nd by _____ the minutes
from January 13, 2021 are reviewed.** Approved Not Approved

3. GENERAL TECHNICAL ISSUES

4. METERING USAGE

5. PREFERRED PROTOCOLS BY SOUTHERN TIER WIRELESS

6. WXXI/WXXY/WNED TOWER

7. RADIO EQUIPMENT ORDERING STATUS

8. WORK ON THE TOWERS

9. NEXT MEETING:

a. The next meeting will tentatively be held on March 10, 2020 at 5 PM.

10. ADJOURNMENT:

a. On a motion by _____ and seconded by _____ the meeting was adjourned at _____ PM.



**TECHNOLOGY REVIEW COMMITTEE MEETING
AGENDA**

January 13, 2021

This meeting held via Zoom due to Covid-19

Committee Attending: Phil Curran, Jerry Scott, Kier Dirlam, Chuck Jessup

Others Present: Carissa Knapp, Wayne Hawley, Dave Pullen, Nancy Jo Pullen, George Reusser, Andy Bigelow, Randy Swarthout, Keith Hooker, Kat Kelly

1. CALL TO ORDER:

- a. The meeting was called to order at 5:03 pm by the Chairman Curran. Introductions were made. Dave Pullen noted that they have 2 new installers that may join the call but did not named Jeff and David Jacobson.

2. MINUTES

- a. On a motion by Jerry Scott and 2nd by Chuck Jessup the minutes from December 9, 2020 were approved.

3. GENERAL TECHNICAL ISSUES

- a. Wayne reported that he has installed the UNMS monitoring switch to monitor the Ubiquity equipment 24/7 and this allows much better ability to keep an eye on things. The Radwins don't have the same set up and they are looking into getting a similar setup for those.
- b. Kat noted that there were some issues with the Radwin radios needing to have their firmware updated that has caused issues. They were working with Ryan Cool and Brandon from CONXX on the issue.
- c. Noted that Wayne needs to get some more training on the Radwin radios.
- d. Win-Win noted that they have lost a few customers to Armstrong but then have gotten a new customer so it is about even.

4. METERING USAGE

- a. Discussed our efforts to get better metering of usage so we can be billing more accurately. Wayne and Kier have looked at the tables/charts that the Fortigate firewall produces. In further discussion Keith Hooker noted that there is an add-on that Fortigate has that can give more reports and said he would send the contact info to Kier.

5. PREFERRED PROTOCOLS BY SOUTHERN TIER WIRELESS

- a. Reminded the last mile providers to call Wayne first for issues, if he doesn't get back to them then try Kier and then follow the information that was sent out about other assistance. Ryan should not be their first call.

6. WXXI/WXXY/WNED TOWER

- a. Phil noted that he had tried to call the attorney again to get the WXXI agreement and would continue to track that down.

7. RADIO EQUIPMENT ORDERING STATUS

- a. Wayne reported that the equipment for the WXXI Tower has been ordered and received and is awaiting installation.
- b. Discussed the process for ordering user units for the grant project so that the Last Mile Providers can begin installs sooner than later. A meeting will be set for late January to follow up on this with them.

8. WORK ON THE TOWERS

- a. Wayne indicated he would like to start the ground work at WXXI as soon as the agreement has been signed or sooner if the radio tower owners agree. He will have to coordinate work with 911 to do the work on the Angelica tower.
- b. Last mile providers requested an opportunity to get training on the new radio systems that will be used in the grant and Wayne said they can meet at his shop to do that.

9. NEXT MEETING:

- a. The next meeting will tentatively be held on February 10, 2020 at 5 PM.

10. ADJOURNMENT:

- a. **On a motion by Kier Dirlam and seconded by Jerry Scott the meeting was adjourned at 5:48 PM.**

**BOARD MEETING
AGENDA
February 10, 2021**

Attending: ___ Craig Clark ___ Phil Curran __E_ Jonathan Dennehey
 ___ Kier Dirlam ___ Dwight Fanton ___ Chuck Jessup
 __E_ Brent Reynolds ___ Debra Root ___ Jerry Scott

Staff: ___ Ryan Cool - Executive Director

Others Present: ___ Carissa Knapp – County Administrator ___ Richard Zink – STW

1. **CALL TO ORDER:** [1 Minute]
 - a. The meeting was called to order at _____ pm by the Chairman Curran.

2. **MINUTES:** [1 Minute]
 - a. **On a motion by _____ and 2nd by _____ the minutes from the January 13, 2021 meeting were reviewed.**
 ___ Approved ___ Not Approved

3. **CORRESPONDENCE:** [5 Minutes]
 - a. **Secretary's Report** – Resignation of Jonathan Dennehey

4. **FINANCIAL:** [10 Minutes]
 - a. **Treasurer's Report** – Attached to Agenda
 - i. **Accounting/Book keeping Report** – see attached spreadsheets.
 - ii. **Pay the Bills – On a motion by _____ and 2nd by _____ to pay the bills.**
 ___ Approved ___ Not Approved
 - iii. **PARIS** – Richard indicated that we are in good shape to meet the March timeline for compliance.
 - iv. **Complete Payroll & BBS shutdown**
 - b. **Grants: Update**
 - c. **Annual Audit**
 - d. Billing Last Mile Providers
 - e. Other financial related issues?

5. **INFRASTRUCTURE:** [10 Minutes]
 - a. Technical Review Committee Report –
 - b. Current Construction Project – No construction projects are currently underway.
 - c. Towers, Links, etc.
 - d. Servers
 - e. Other infrastructure related issues?

6. **LEGAL ISSUES:** [10 Minutes]
 - a. **Contracts**
 - i. **WXXI** – contract update.
 - b. Other legal related issues?

7. **GOOD OF THE ORDER** [5 Minutes]

Choose a new Treasurer

8. NEXT MEETING: [1 Minute]

a. March 10, 2021 6PM –via Zoom due to Covid-19 restrictions

9. ADJOURNMENT: [1 Minute]

a. On a motion by _____ and seconded by _____ the meeting was adjourned at _____ PM.



Board Meeting Minutes

NOT APPROVED

Meeting Information:

Date: 01.13.20

Location: Allegany Crossroads Center

Start Time: 6:00 pm

Attendees:

Board Members: Phil Curran, Jonathan Dennehy, Dwight Fanton, Charles Jessup, Craig Clark, Kier Dirlam, Brent Reynolds, Jerry Scott

Staff / Consultants: Wayne Hawley (ACTDC Technical Advisor)

Others Present: Carissa Knapp (County Administrator) Andrew Bigelow (911) Dave Pullen (Win-Win Wireless), Nancy Jo Pullen (Win-Win Wireless), George Reusser (Win-Win Wireless), Katie Kelly (Telestar) Chris Siracuse (Telestar)

Absent: Board Members: Debra Root Staff: Richard Zink (ACTDC Treasurer, Southern Tier West) Ryan Cool (Consultant)

1. CALL TO ORDER:

- a. The meeting was called to order at 6:00 pm by the Chairman.

2. APPROVAL OF THE MINUTES

- a. On a motion by Brent Reynolds and seconded by Charles Jessup the November 23, 2020 meeting minutes were approved.
- b. On a motion by Charles Jessup and seconded by Brent Reynolds the December 9th, 2020 meeting minutes were approved.

3. APPROVAL OF THE BILLS

a. The approval of the bills from January 2021 was approved on separate motions:

To pay the Complete Payroll bill was approved on a motion by Brent Reynolds and seconded by Chuck Jessup.

To pay the Wayne Hawley (Wages) bill was approved on a motion by Charles Jessup and seconded by Brent Reynolds.

To pay the BBS Accounting LLC bill was approved on a motion by Brent Reynolds and seconded by Jerry Scott.

To pay the Microsoft Office (2 months, recurring) bill was approved on a motion by Brent Reynolds and seconded by Craig Clark.

To pay Insurance bill was approved on the motion by Charles Jessup and seconded by Jerry Scott.

4. ONGOING BUSINESS:

LAST MILE PROVIDERS UPDATE:

TOWER UPDATES:

ACTDC technical advisor, Wayne Hawley, is putting together a list of all the current troubleshooting issues with the current system. The ACTDC Technical Advisor is setting up the Uniquiti Self Monitoring software which will help track activity, equipment failures etc.

ACTDC is doing a wait and see approach in regards to whether to keep or remove the 900hz radios on the towers once the new CBRS radios are installed. 900hz radios are powerful short distance radios, but can go through foliage better than the other current radio transmitters (but whether it is necessary with the new CBRS radios remains undermined.)

PHASE OUT OF CURRENT 365 STANDARDS ON EQUIPMENT:

Jan Update: On schedule for installation in late Feb/ early March 2021.

FINANCIAL:

For 2021 and beyond, ACTDC will send out checks using the Bill Pay System from Community Bank.

ACTDC Treasurer planned a new simplified rate structure for how to bill the Last Mile Providers. Which starting 2021 will be enacted, and has begun.

PARIS report:

ACTDC has begun the search for a company to work on the PARIS reports. And Richard Zink (ACTDC's Treasurer) now has access to the reports. Furthermore, ACTDC is verifying that ACTDC is complying with the requirements of the PARIS report

LEGAL:

Still working with attorney on new Master Service Agreement (MSA)

WXXI is waiting back from their attorney on the contract for use of the WXXI tower.

5. NEW BUSINESS:

6. EXECUTIVE SESSION:

7. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:30pm following the motion by Brent Reynolds and seconded by Charles Jessup and was unanimously carried.

8. NEXT MEETING:

Date: February 10th, 2021

Location: Zoom

Time: 6:00 pm

Respectfully Submitted,
Jonathan Dennehy, Secretary to the Board
ACTDC Board of Directors

End of Document

	2021		
	January	February	Total
Opening	\$ -		
Provider WinWin	\$ 9,160.80		\$ 9,160.80
Provider Telstar	\$ 1,642.00		\$ 1,642.00
Provider STW			\$ -
County			\$ -
Monthly Total	\$ 10,802.80	\$ -	\$ 10,802.80
Expenses			
BBS Accounting	\$ 200.00		\$ 200.00
First Light			\$ -
National Grid			\$ -
Complete Payroll			
Reimbursement	\$ 29.09		
Ryan Cool	\$ 912.29		
Payroll Taxes	\$ 156.60		
Insurance			
Auditor			\$ -
Legal			\$ -
Contractor			\$ -
Monthly Total	\$ 1,297.98		\$ 1,297.98
Profit/Loss	\$ 9,504.82	\$ -	\$ 9,504.82
Checking Account Balance	\$ 27,195.89		