

Lancaster County Broadband Authority



Minutes of Meeting

October 19, 2018 9:30 a.m.

County Administration Building

1. Call to Order & Approval of Minutes: The regular meeting of the Lancaster County Broadband Authority convened at 9:30 a.m. in the Public Meeting Room of the County Administration Building. Cassie Thompson, Gary Silverman, and David Pere were present along with Bob Westbrook and Sharon Thompson.

2. Discussions:

A. Merry Point Road Project – discussions via Eagles Landing HOA and ABB indicate that ABB has declined to move forward with Scenario 3. So this will conclude any work on this project at this time, all information is on our Google drive under ABB and Grants/VATI. ABB has declined to move forward with Scenario 3. So this will conclude any work on this project at this time, all information is on our Google drive under ABB and Grants/VATI.

B. CDBG – DHCD Planning Grants

One of the delays with the planning grants is getting to CAMS system that is dependent on our articles of incorporation being filed and accepted by the state. Unfortunately, we found out the filing had been rejected due to format and has sat in limbo for over 1 month. We are told it will be refiled and should only be a couple of weeks to get the EIN number.

C. CIT

We need to refocus on the CIT process and get back to CIT about our plans for Project planning grant, which we are now delayed on due to the Merry Point Project and filing issues. Some of the things we need to understand our budgetary needs are: the costs needed for Engineering, Legal and Financial. The group was favorable of going with Chesapeake Bank group (also used by County) and we would like to move forward to get costs, etc., but need EIN to set this up with the bank.

Currently we are waiting on the questionnaire from CIT that will be used for our survey. We also need to check with CIT to see if they would review and give us inputs for RFPs and grant applications.

D. Economic Development Authority (EDA)

Another area of potential funding is with the EDA. Our hope is to get a matching grant for our planning grant (#2 above) of \$30K. We need to put together a budget and project plan for this phase of our overall effort and set a date with EDA in November.

3. Action Points:

1. Set next meeting date, agenda, and disseminate to LCBBA. (Cassie Thompson, ASAP).
2. Get copy of White Stone and Kilmarnock ABB agreements (R. Westbrook, for next meeting).
3. Send technical questions for ABB to S. Thompson. (group, eob 10/23)
4. Request quantitative information of system improvement and investments made over the last 10+ years from F. Bradley and how that meets the previous contract (Cassie Thompson, update next meeting).
5. Prepare update for Board of Supervisors meeting (Cassie Thompson, 10/25/18).
6. Check that the articles of incorporation have been filed correctly with Gill and Cornwell (M. Armen, update next meeting).
7. Set up CAMS once EIN is available (G. Silverman, update at next meeting).
8. Discuss potential legal needs & costs with contacts, and set up meeting with Authority (D. Pere, update at next meeting).
9. Contact Jerry Davis to discuss engineering study and costs they had previously done (G. Silverman, Update at next meeting).
10. Set up discussion to set up financial support with Chesapeake Bank once EIN number is available (Cassie Thompson/ Margie Armen, Update next meeting).
11. Identify potential contractors for Broadband installation with contact information (group, bring to next meeting)
12. Follow up with CIT survey status and willingness to act as pre-reviewer for Grants and RFPs (D. Pere, update next meeting).
13. Set a date with EDA and put together budget and project plan (Cassie Thompson/ group, update next meeting).

4. Schedule Next Meeting(s) and Adjourn. The next meeting will be at the regular place and time: the public meeting room at 9:30 on October 25. There will be no meeting on November 2. The meeting adjourned at 11:25 a.m.

Minutes Prepared by

Gary Silverman