

**Griffiss Utility Services Corporation
Board of Directors
Meeting Notes**

Meeting Date and Location: February 4, 2015, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, Sandra Corney, John McNamara, Bob Skibitski, Tim Woods

Members Absent: Bill Stevens

Others Present: Dan Maneen, Mike Davis

Dan Maneen brought the meeting to order at 3:34pm.

New Business

1. Acceptance of Doug Bartell's Letter of Resignation

Motion accepted by Sandra Corney, seconded by John McNamara, approved unanimously.

2. Annual Election of Board Officers

Chairperson- Mike Sheridan

Motion accepted by Sandra Corney, seconded by John McNamara, approved unanimously.

Vice Chairperson- John McNamara

Motion accepted by Mike Sheridan, seconded by John Bob Skibitski, approved unanimously.

Treasurer- Sandra Corney

Motion accepted by Mike Sheridan, seconded by Tim Woods, approved unanimously.

Assistant Treasurer- Tim Woods

Motion accepted by Mike Sheridan, seconded by John McNamara, approved unanimously.

Secretary- Bill Stevens

Motion accepted by Mike Sheridan, seconded by John McNamara, approved unanimously.

3. Joe Cunningham

Motion to offer opportunity to join the Griffiss Utility Services Board of Directors by Mike Sheridan, seconded by Tim Woods, approved unanimously.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated December 9, 2014.

Motion to accept Minutes by Tim Woods, seconded by John McNamara, approved unanimously.

Financial Report:

The next order of business was the Financial Report, which was presented by Dan Maneen. In summary, there were no abnormal items to note on the financial report.

Motion to accept the financial report by Tim Woods, seconded by Sandra Corney, and approved unanimously.

Other Business

2015 Operating Budget as presented in December 2014

Motion to approve by Bob Skibitski, seconded by Tim Woods, and approved unanimously.

Investment Committee

Motion to reestablish investment committee with members Mike Sheridan, Joe Cunningham, Time Woods, John McNamara by Tim Woods, seconded by John McNamara, and approved unanimously.

Expense Project for annual substation and switchyard preventative maintenance

Motion to approve by Bob Skibitski, seconded by John McNamara, and approved unanimously.

Next on the agenda was:

Operations report presented by Mike Davis:

OPERATIONS

SAFETY

There were no lost time or OSHA recordable accidents for the months of December 2014 and

January 2015.

There were 16 “weekly” safety topics covered this period.

Environmental

12/5 – Performed periodic SPEDES water sampling.

1/28 – Submitted annual air emissions report filing to NYSDEC.

Monthly Degree Day & Steam Production

		2010	2011	2012	2013	2014	Averages
January	Degree Days	1,293	1,396	1,145	1,208	1,404	1,289
	Steam (klbs)	36,187	32,598	27,425	27,443	32,531	31,237
February	Degree Days	1,060	1,161	976	1,119	1,217	1,107
	Steam (klbs)	32,196	28,814	25,528	26,299	29,301	28,428
March	Degree Days	760	1,007	630	985	1,191	915
	Steam (klbs)	26,565	28,823	19,974	26,507	32,135	26,801
April	Degree Days	431	532	606	612	508	538
	Steam (klbs)	21,265	20,412	19,952	23,211	21,366	21,241
May	Degree Days	(2)	133	25	13	101	54
	Steam (klbs)	2,430	5,648	1,000	737	5,259	3,015
June-Sept							
October	Degree Days	426	414	306	347	307	360
	Steam (klbs)	13,253	11,200	11,535	11,588	12,965	12,108
November	Degree Days	780	603	809	873	808	775
	Steam (klbs)	23,652	18,487	22,488	22,123	27,195	22,789
December	Degree Days	1,218	974	985	1,148	1,009	1,067
	Steam (klbs)	29,995	25,421	23,779	28,130	29,457	27,356

Power Outages

There were no reported outages for the months of December 2014 and January 2015.

At 4:47pm, upon a motion by Bob Skibitski, seconded by Sandra Corney, the Board voted to enter executive session to discuss Contracts and Personnel.

At 4:54 pm, upon a motion from Bob Skibitski, seconded John McNamara, the Board voted to exit executive session.

At 4:56pm, upon a motion by Sandra Corney, seconded by John McNamara, approved unanimously, the Board voted to adjourn.