

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

Meeting Date and Location: September 11, 2017, 410 Phoenix Drive, Rome, NY 13441

Members Present: Mike Sheridan, John McNamara, Sandra Corney, Joe Cunningham, Bill Stevens, Tim Woods.

Members Absent: Bob Skibitski.

Others Present: Dan Maneen, Doug Bartell, Mike Davis, Erin Long.

Chairman Mike Sheridan brought the meeting to order at 3:00 pm.

Acceptance of Minutes:

The first order of business was the acceptance of minutes from the Board meeting dated August 2, 2017.

Motion to accept Minutes by Bill Stevens, seconded by John McNamara, approved unanimously.

Financial Reports:

The next order of business was Financials, which was presented by Doug Bartell. In summary, there was nothing out of the ordinary to report.

Motion to accept the Financials by Sandra Corney, seconded by John McNamara, and approved unanimously.

Committee Reports:

There were no Committee Reports presented.

Other Reports:

Next on the agenda was the Operations Report, which was presented by Mike Davis.

OPERATIONS

SAFETY

There were no lost time or Occupational Safety and Health Administration (OSHA) recordable accidents during this period.

There were 2 per week of "weekly" safety topics covered this period.

Annual 2-Day OSHA-Required Safety Training on 8/15 & 8/16.

New Operator Heavy Equipment Safety Training on 8/31.

Environmental

Completed required monthly water sampling and reporting for SPDES Permit.

Semi-Annual Emissions report submitted to New York State Department of Environmental Conservation (NYSDEC) on 8/22

Steam Production

None

Power Delivery

Park usages were consistent with historical averages for Aug-17

Aug-17 Electric Costs:

- Market energy costs were consistent with as compared to this period last year

Power Outage(s)

None

Regulatory Compliance

8/31 – Submitted annual report filing to New York Power Authority (NYPA).

ADMINISTRATION

Next on the agenda was the Administrations Report, which was presented by Dan Maneen. In summary, there was nothing out of the ordinary to report.

New Business:

The Griffiss Utility Services Corporation 2018 Budget was drafted for distributed and review.

The New York State Authorities Budget Office (NYSABO) and Public Authorities Accountability Act (PAAA) Report is due by 10/31/2017.

Old Business:

N/A

At 3:54pm, upon a motion by Joe Cunningham, seconded by Sandra Corney, approved unanimously, the board voted to enter Executive Session to discuss Potential Litigation and Personnel Matters.

At 4:09pm, upon a motion by Tim Woods, seconded by Joe Cunningham, the board voted to exit Executive Session.

At 4:10pm, upon a motion by Bill Stevens, seconded by John McNamara, approved unanimously, the Board voted to adjourn.