

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

**Meeting Date and Location:** September 19, 2018, 410 Phoenix Drive, Rome, NY 13441

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

**Members Absent:** Bob Skibitski, Tim Woods.

**Others Present:** Dan Maneen, Doug Bartell, Mike Davis, C. Michael McCormick.

Joe Cunningham 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 8, 2018.

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

The next order of business was the acceptance of minutes from the Investment Committee meeting dated August 8, 2018.

**Motion to accept Minutes by Mike Sheridan, seconded by Bill Stevens, approved unanimously.**

**Financial Reports:**

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

**Motion to accept the Financials by Mike Sheridan, seconded by Bill Stevens, and approved unanimously.**

Next on the agenda was review and discussion for the first draft of the 2019 Budget, which was presented by Doug Bartell.

**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 OSHA recordable accidents during this period of Aug-18.

There were "weekly" safety topics covered for this period of Aug-18.

**Environmental**

Completed required monthly reporting for SPDES Individual Permit.

**Energy Plant & Steam Distribution**

*By C. Michael McCormick*

Power Delivery

Park usage was higher as compared to this period last year.

Aug-18

Supplied: 7,667,619.49 kWh

*Aug-18 Electric Costs:*

- Market energy costs were higher as compared to this period last year.

Power Outage(s)

9/3 Reported at 3:39pm. Recloser operation for lightning strike on the National Grid transmission system.

Electric

Continue with annual preventative maintenance and system hardening work.

- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.)
- Overhead Line Survey (Poles, Lines, Cross-arms, Insulators, etc.)
- Underground Line Survey (Switches, Junctions, etc.)

GLDC Electric Maintenance Services Contract.

Street lighting Maintenance Services Contract for the City of Rome.

Regulatory Compliance

8/30 – Submitted annual report filing to NYPA.

Next on the agenda was the Thermal Operations Report, which was presented by C. Michael McCormick.

**ADMINISTRATION**

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

**New Business:**

N/A

**Old Business:**

N/A

**At 4:58pm, upon a motion by Mike Sheridan, seconded by Joe Cunningham, approved unanimously, the board voted to enter an Executive Session to discuss potential litigation.**

**At 5:03pm, upon a motion by Bill Stevens, seconded by Sandra Corney, the board voted to exit Executive Session.**

**At 5:04pm, upon a motion Sandra Corney, seconded by Bill Stevens, approved unanimously, the Board voted to adjourn.**