

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

**Meeting Date and Location:** December 16, 2019, 410 Phoenix Drive, Rome, NY 13441

**Members Present:** Joe Cunningham, Sandra Corney, John McNamara, Bob Skibitski, Tim Woods.

**Members Absent:** Mike Sheridan, Bill Stevens.

**Others Present:** Dan Maneen, Doug Bartell, Mike Davis, Bob Kane.

Joe Cunningham brought the meeting to order at 3:03 pm.

**Acceptance of Minutes:**

The first order of business was the acceptance of minutes from the Board meeting dated November 14, 2019.

**Motion to accept Minutes by John McNamara, seconded Sandra Corney, 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 Bob Skibitski, seconded John McNamara, and approved unanimously.**

Next on the agenda was the 2020 Budget, final for approval which was presented by Doug Bartell.

**Motion to accept the 2020 Budget by Tim Woods, seconded Bob Skibitski, and approved unanimously.**

The next order of business was the approval of capital projects., which was presented by Mike Davis.

**Motion to accept annual approval of steam meters by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

**Motion to accept annual approval of electric meters by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

**Motion to accept annual approval of electrical equipment by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

**Motion to accept annual approval electrical transformers by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

The next order of business was new capital projects, which was presented by Mike Davis.

**Motion to accept building 440 camera system by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

**Motion to key-fob access control system for steam plant by Bob Skibitski, seconded by Sandra Corney, and approved unanimously.**

**Other Reports:**

**OPERATIONS**

**SAFETY**

- There were no lost time or OSHA recordable accidents during the period of Nov-19.
- There were periodic safety awareness topics covered for the period of Nov-19.

**Environmental**

Nothing Due.

**Regulatory Compliance**

Nothing Due.

**Power Delivery**

Park usage was slightly lower as compared to this period last year.

*Nov-19*

Supplied: 6,044,568.86 kWh

***Nov-19 Electric Costs:***

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

**Power Outage(s)**

- 11/4 Feeder #51. Reported at 09:25. Services restored at 11:45. Duration of 140-min. Source of outage determined to be a failed cable splice in an electrical manhole resulting in electrical arcing in the manhole and upstream in the pad-mount sectionalizing switchgear causing the upstream feeder breaker to trip open.
- 11/5 Feeder #52. Reported at 15:05. Services restored at 15:26. Duration of 21-min. Source of outage determined to be a squirrel coming into contact with one of the switches of a pad-mount sectionalizing switchgear causing the upstream feeder breaker to trip open. Repairs have been made and system is back to normal operating conditions.

**Electric**

**General:**

- Continue to prep work for Winter Season.
- Review and restock critical inventory.
- Perform periodic maintenance on vehicles and heavy equipment.

**Preventative Maintenance:**

- Substation and Switchyard Equipment Annual PM – TBD (Spring 2020)

**System Hardening:**

- Distribution Equipment Visual Inspections & Repairs (Including Infrared Thermography) – Ongoing

**Maintenance Services Contract(s):**

- GLDC Electric – Ongoing
- City of Rome Street Lighting - Ongoing

Thermal

Production:

*Nov-19 Steam Numbers as Compared to this Period Last Year:*

Degree Days: Up 2%

Production: Down 22%

12/10 – Biomass Plant start-up. Steam production went from Natural Gas to Biomass.

Building 440 Boiler

- Currently fueled by propane.
- Coordinating new natural gas service with National Grid.

**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 4:15pm, upon a motion by John McNamara, seconded by Tim Woods, approved unanimously, the Board voted to enter Executive session to discuss Personnel.**

**At 4:40pm, upon a motion by Sandra Corney, seconded by bob Skibitski, approved unanimously, the Board voted to exit Executive session.**

**At 4:45pm, upon a motion by John McNamara, seconded by Tim Woods, approved unanimously, the Board voted to adjourn.**

