

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

Meeting Date and Location: May 19, 2020, 410 Phoenix Drive, Rome, NY 13441

Members Present: Joe Cunningham, Mike Sheridan (via video) Sandra Corney (via video), John McNamara (via video), Bob Skibitski (via video), Bill Stevens (via video), Tim Woods (via video).

Members Absent: None.

Others Present: Dan Maneen, Doug Bartell, Mike Davis, Chip Clark of D'Arcangelo (via video).

Joe Cunningham brought the meeting to order at 3:05 pm.

Acceptance of Minutes:

The first order of business was the approval of minutes from the Board meeting March 10, 2020.

Motion to accept Minutes by Bill Stevens, seconded Sandra Corney, approved unanimously.

Review of 2019 Audit:

The second order of business was the review of the 2019 Audit, which was presented by Chip Clark from D'Arcangelo.

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 Bill Stevens, seconded Bob Skibitksi, and approved unanimously.

The next order of business was the approval of capital projects, which was presented by Doug Bartell.

Motion to accept annual approval of a new pick-up truck by Tim Woods, seconded by Bill Stevens, and approved unanimously.

Other Reports:

OPERATIONS

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

OPERATIONS

SAFETY

- There were no lost time or OSHA recordable accidents during the period of Mar-20 thru Apr-20.

- There were periodic safety awareness topics covered for the period of Mar-20 thru Apr-20.

Environmental

None

Regulatory Compliance

5/1 – Submitted quarterly report filings to FERC.

Power Delivery

Park usage was considerably lower as compared to this period last year. [10%-15%]

Apr-20

Supplied: 5,556,303.58 kWh

Apr-20 Electric Costs:

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

Power Outage(s)

None

Electric

General:

- Full Staff Back 5 Days/Week - Monday, 5/11
- Seasonal Clean-up Work
- Ready for Summer Work Season (Schedule, Workload, Equipment, Material, etc.).

Preventative Maintenance:

- Vegetation Management (Tree Trimming, Equipment Access Clearing, etc.) –Ongoing
- Substation and Switchyard Equipment Annual PM – Summer 2020
- Liquid Testing and Analysis Program Annual PM – June 2020

System Hardening:

- Distribution Equipment Visual Inspections & Repairs (Including Infrared Thermography) –Ongoing
- Park Wide Bollards for Pad Mounted Equipment Physical Protection
- Park Wide System LA's Inspections and Replacements

Maintenance Services Contract(s):

- City of Rome Street Lighting –Ongoing

Electric Service(s):

- Air City Lofts (New) – June 2020
- MA Police Expansion (Upgrade) – May / June 2020
- Orgill Distribution Facility (New) – Fall 2020 / Spring 2021
- March Street Office Building Development (New) – August / September 2020

Thermal

5/14 – Steam Plant Shut-down

General:

- All Staff Back to 1-Shift per Day, Staggered, Covering 5 Days/Week – Week of 5/18
- Begin Summer Work Load
 - Boiler House Equipment Inspections, Maintenance, and Repairs
 - Distribution System Inspections, Maintenance, and Repairs

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 4:12pm, upon a motion by Bill Stevens, seconded by John McNamara, approved unanimously, the Board voted to adjourn.