

Albany CSO Pool Communities Corporation

Capital District Regional Planning Commission
One Park Place, Suite 102,
Albany NY 12205
Tel: (518) 453-0850

Minutes of Board of Directors Meeting Thursday, September 10, 2015

Present:

Martin Daley – CDRPC Staff
Rocco Ferraro – CDRPC Staff
Donna Reinhart – CDRPC Staff
Joe Scott – Hodgson Russ, LLP
Jeanine Rogers Caruso – Fiscal Advisors
Mile Miller – Albany Pool Joint Venture Team (CHA)
Greg Bold – CDM Smith
Bill Simcoe – City of Albany
Neil Bonesteel – City of Troy
Chris Wheland – City of Troy
Rich Lyons – Albany County Sewer District
Tim Murphy – Albany County Sewer District
Gerry Moscinski – Rensselaer County Sewer District
Garry Nathan – City of Cohoes
Dave Dressel – City of Watervliet
Jeremy Smith – City of Watervliet
Sean Ward – Village of Green Island
Maggie Alix – Village of Green Island

Rich Lyons called the meeting to order at 11:00 AM

I. Call to Order/Roll Call

Following introductions and a roll call, Rich Lyons reported a quorum.

II. Reading and Approval of Minutes of August 13, 2015

The minutes were distributed before the meeting. No changes were made.

Action Taken

Bill Simcoe made a motion to approve the meeting minutes and Jeremy Smith seconded. The motion was approved unanimously.

III. Fiscal Advisors 2Q Payment Authorization

Martin reminded the board that although many of the payments the board would be authorizing occurred prior to the development of the Corporation, and that these expenses would be paid from funds set aside from a prior allocation by the communities, that any remaining funds left over in the Albany Pool Communities account after paying program expenses up to September 30, 2015, would be deposited into the Corporation's account. Martin suggested the board follow its Fiscal Policy regarding Disbursements of funds and take action regarding payment authorizations.

A copy of the invoice from Fiscal Advisors was distributed to the Board. The invoice reflects request for payment for 2Q, 2015 work in the amount of \$6,937.50.

Action Taken

Garry Nathan made a motion to authorize payment for the Fiscal Advisors invoice and Chris Wheland seconded. The motion was approved unanimously.

IV. Hodgson Russ 2Q Payment Authorization

A copy of the invoice from Hodgson Russ was distributed to the Board. The invoice reflects payment for April – August work in the amount of \$6,716.05.

Action Taken

Jeremy Smith made a motion to authorize payment for the Hodgson Russ invoice and Chris Wheland seconded. The motion was approved unanimously.

Neil Bonesteel inquired if the Board can approve authorizations in an abbreviated form moving forward. Rich Lyons added that all authorizations for bill payments will be listed as 1 item on the meeting agenda starting the next meeting. All checks prepared will be reviewed by the treasurer and the full Board if more than \$1,500.00.

V. Beveridge & Diamond June and July Bill Payment Authorization

A copy of invoices from Beveridge and Diamond were distributed to the Board. The June invoice is for \$31,241.61 and July invoice is for \$17,436.18.

Action Taken

Jeremy Smith made a motion to authorize payment for both invoices from Beveridge and Diamond and Garry Nathan seconded. The motion was approved unanimously.

VI. Approval of APJVT Extra Work Authorization #8

The APJCT presented a new extra work authorization #8 for the next fiscal year. Extra work authorization #8 is for \$60,000 annually for three years. Mike Miller will provide a rate schedule at the next meeting.

Action Taken

Bill Simcoe made a motion to authorize Extra Work Authorization #8 and Chris Wheland seconded. The motion was approved unanimously, per the addition of a rate schedule to be provided at the October meeting.

VII. Proposed 2016 Budget

Martin Daley reported the Finance Committee recommended the approval of the proposed 2016 budget to the Board with two edits to wording on the expenses line.

Bill Simcoe suggested eliminating proposed grants from the 2016 budget and include only grants that were received as to more accurately budget for revenue. The board agreed to the change. Martin will distribute the proposed 2016 budget to reflect changes made by the Board, taking out proposed grant amounts and changing Soft Costs to Program Costs.

Action Taken

Bill Simcoe made a motion to approve amendments to the proposed 2016 budget and Garry Nathan seconded. The motion was approved unanimously.

Action Taken

Garry Nathan made a motion to adopt the 2016 budget as amended changes and Bill Simcoe seconded. The motion was approved unanimously.

VIII. Selection of a Bank for the LDC

CDRPC has collected information on business checking from several local banks. Martin plans to set up a meeting with several banks to discuss fees, services and FDIC information. The Board discussed whether they felt the need to select the banks to interview, but decided to leave the selection of banks to meet with to Martin's discretion. Martin will update the Board at the next meeting of his findings and in the meantime will welcome suggestions and questions. The Board will make the bank selection.

IX. Distribution of Board Binders

CDRPC has completed the collection and organization of documents and materials for inclusion in the Board Binders, however they are not ready from the printer at this time. The Board did receive a CD with all materials that are being printed. The binders will be distributed at the October meeting.

X. Executive Session

There was no need for an executive session.

XI. Other Business

The EFC grant application was submitted and both Albany and Troy received letters from EFC finance staff with a list of requested items. Martin, Joe, and Jeanine will assist Albany and Troy reply to the finance letter so that the materials can be submitted by September 15.

Martin informed the Board that the SEQRA issue has not been resolved yet. He is working with Steve Gordon and Joe Scott and is hopeful it will be resolved soon.

The Second Term Semi-Annual Report is due to DEC by September 15, 2015. An electronic copy was sent to the communities for review. Martin needs signatures from everyone this week so it can be submitted on or before deadline.

Martin is working with Joe Scott in getting the process complete with the IRS determination to get the Corporation up and running. Once that is taken care of, Martin will register with NYS Charities.

Jeremy Smith reported that Route 32 project plans and specs are done and ready to be presented to DEC. There is a meeting with DEC staff on September 22 at 3pm.

Martin reported the force majeure request from the Pool for the Partition Street project was denied by DEC however, in the meantime revised construction plans and specs for relocating a water main on Amtrak property were swiftly approved without changes by Amtrak and the city of Rensselaer expects no further delay. The City believes the project will advance and be completed and fully operational by the December 31, 2015 deadline.

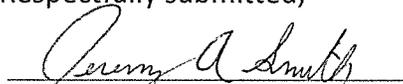
The City of Troy was projecting a slight delay in delivery of plans and specs for the Monument Square GI project due to resources being moved to advance a CSO program sewer project on Hoosick Street which was being repaved by NYSDOT. However, the City expects to have completed plans to DEC by the milestone deadline of October 1, 2015 and will keep Martin up to date on the project.

Adjournment

There being no further business, Bill Simcoe made a motion to adjourn the meeting and Chris Wheland seconded. The motion was approved unanimously. The meeting adjourned at 12:00pm.

The next LDC meeting is scheduled for Thursday, October 8, 2015 at 10:30am.

Respectfully submitted,


Jeremy Smith, Secretary