

## COMMISSION MEETING

January 21, 2015  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, NY 12205

### Minutes

**PRESENT:** Bill Bruce, Judy Breselor, Stan Brownell, Fred Acunto, Phil Barrett, Jason Kemper, Don Ackerman, Gary Hughes, Barbara Mauro

**ABSENT:** Lucille McKnight, Michael Morelli, Kristin Swinton, Michael Whalen, Jr., James Shaughnessy, Michael Stammel, Jacqueline Stellone, John Murray, Paul Sausville, Joe Landry, Matthew Martin

#### 1. Welcome/Introductions

Jon Allen, CEO of Performance Matters was in attendance.

#### 2. December 17, 2014 Meeting Minutes

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

##### Action Taken

No action was taken due to lack of quorum.

#### 3. Financial Statement through December 31, 2014

The financial statement represents activities through December 31, 2014. For the year, the revenues are at 100% while expenses are at 94%. The revenue reflects the final billings through the fourth quarter of 2014. It is anticipated that the year will end with a net operating income of approximately \$47,000. A final audited financial statement will be prepared and presented to the Commission in mid 2015.

CDRPC has contracted with UHY for the last three years to prepare the annual audits. Rocky met with the A&F committee to discuss entering into another contract with UHY to prepare the audit for 2014. The A&F Committee authorized Rocky to proceed with UHY to prepare the 2014 audit. Audited financials will be prepared and presented at the July meeting.

##### Action Taken

No action was taken due to lack of quorum.

#### 4. Strategic Plan

John Allen, CEO at Performance Matters gave a presentation to the CDRPC Commission going over the planning process of a Strategic Plan. Jon will be preparing a three year strategic plan for CDRPC. Tasks include the preparation of a

survey, conducting one on one interviews and focus group sessions with selected external stakeholders. Input will be sought from all staff and Board members. It is anticipated that Jon will present a Final Plan to the full Board at the October Commission meeting.

**5. The Year Ahead**

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2015.

The presentation is available on our website.

**6. LTCP CSO**

The application deadline for the Environmental Facilities Corporation bond financing with the Albany and Troy is March 2, 2015. Our financial advisor will be providing assistance to Albany and Troy to complete the ECC application process. A plan of finance for the other communities will be prepared as well. There is a meeting tomorrow, January 21 to further discuss the financing issues.

Each of the six communities and two County Sewer Districts are in the process of getting the final Inter-Municipal Agreements (IMA) executed. The Order on Consent mandated the execution of the IMAs by April 1, 2015, however the schedule was accelerated so the IMAs would be executed prior to EFC deadline of March 2, 2015.

**7. Staff Activity Report**

Staff is in the process of completing school enrollment projections for East Greenbush Central School District and Niskayuna Central School District. Staff is also updating the American Community Survey files.

**8. Other Business**

There was no other business at this time.

**9. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for March 18, 2015 at 8:30am.

**Adjournment**

Don Ackerman made a motion to adjourn the meeting and Fred Acunto seconded. The motion was approved unanimously.

Respectfully submitted,

Judy Breselor  
Secretary