

COMMISSION MEETING

March 18, 2015
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

Minutes

PRESENT: Michael Morelli, Kristin Swinton, Judy Breselor, Jacqueline Stellone, Fred Acunto, Jason Kemper, John Murray, Don Ackerman, Gary Hughes

ABSENT: Bill Bruce, Lucille McKnight, Michael Whalen, Jr., Stan Brownell, James Shaughnessy, Michael Stammel, Phil Barrett, Paul Sausville, Joe Landry, Matthew Martin, Barbara Mauro

1. Welcome & Introductions

There were no guests 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. January 21, 2015 Meeting Minutes

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

Action Taken

No action was taken due to lack of quorum

4. Financial Statement through December 31, 2014

The financial statement represents activities through December 31, 2014. For the year, the revenues are at 99.6% while expenses are at 93%. The revenue reflects the final billings through the fourth quarter of 2014. It is anticipated that the year will end with a net surplus of \$53,564.07. A final audited financial statement will be prepared and presented to the Commission in mid 2015.

On the revenue side, with the approval of the CSO LTCP, our responsibility has increased significantly resulting in more revenue than was originally budgeted. CDRPC gets reimbursed on an hourly basis. The revenue related to the NYSERDA contract was less than anticipated due to delays associated with signing the third year of the three year

contract. Due to the delay, the third year of the contract has been extended through October, 2015 rather than the original date of April, 2015.

On the expense side, the consultant services line item exceeded the budget due to hiring Zone 5 to update CDRPC website and hiring Jim Yuenger to assist in preparing and completing the employment projections that David Wardle was working on before his retirement in November.

5. Financial Statement through February 28, 2015

The financial statement represents activities through February 28, 2015. In several instances, the line item expenses are greater than what would be expected including payment of the annual GIS software license to ESRI for renewal and annual premium payments for insurance were paid. Also, the rent and health insurance expense reflects three months worth of payments.

There is approximately \$84,819 cash in the bank and outstanding receivables totaling \$275,466. The larger than usual receivables reflects the payment due to CDRPC for the work associated with the CSO project. CDRPC was successful in applying for and being awarded a grant from NYS DOS to cover the costs. Upon finalization of the grant contract, CDRPC will be fully reimbursed.

6. Economic Development Activities Status Report

Sean Maguire gave a presentation to the Board describing his activities associated with the Commission's economic development programs from general administration to direct outreach.

A copy of the presentation is available on our website.

7. LTCP CSO

The Inter-Municipal Agreement (IMA) was executed by each of the six communities and submitted to DEC and EFC on February 25th. The Sewer districts IMAs will be executed shortly. The deadline for the IMAs to be executed was April 1, 2015, however the schedule was accelerated so the IMAs would be executed prior to March 2, the application deadline for the EFC bond financing that Albany and Troy will be relying on for their share of the program. All six communities worked very hard on preparing a finance plan that was submitted to EFC which included projects for the next three years (2015 – 2017).

The Post Construction Monitoring Program requires sampling to be done in the Hudson River from May through October. Albany and Rensselaer County are working together to collect the samples and bring to the lab within 5-6 hours to get accurate results. The samplings will take place at 9 locations on the Hudson River.

8. Staff Activity Report

Jon Allen from Performance Matters is in the process of preparing the strategic plan. Jon has met with the staff and is now contacting the officers of the Board for one on one interviews. All the board members will receive a questionnaire over the next few months and Jon will be contacting external stakeholders as well as county managers and administrators in each of the four counties for input. It is anticipated that Jon will present the strategic plan to the full Board at the October Commission meeting.

The Juvenile Detention Facility utilization rate has been much higher so far for 2015 with 79% in January and 85% in February. In January, 2014, the rate was 53% and in February 2014, it was 42%.

9. Other Business

Having had two meetings in a row without a quorum, it was suggested to have Donna contact the Board a week prior to the meeting to determine availability. If it appears that there will be a quorum problem, Donna will circle back to those who stated that they are not available to determine if there is the possibility that they may be able to change plans.

10. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for May 20, 2015 at 8:30am.

Adjournment

No action was taken due to lack of quorum.

Respectfully submitted,

Judy Breselor
Secretary