

COMMISSION MEETING

December 17, 2014
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

Minutes

- PRESENT:** Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Jacqueline Stellone, Fred Acunto, Phil Barrett, Jason Kemper, John Murray, Don Ackerman, Gary Hughes, Barbara Mauro
- ABSENT:** Michael Whalen, Jr., Michael Stammel, Paul Sausville, Joe Landry, Matthew Martin

1. Welcome/Introductions

Jack Murray welcomed Sean Maguire to CDRPC as the new Economic Planner/Project Manager to replace David Wardle who retired in November. Sean previously worked at the NYS Department of State, Division of Local Services.

CDRPC also hired a new part-time intern, Kimberly Mosher who will be working directly with Martin Daley on the CSO project. Kimberly is a graduate student at the University at Albany, pursuing a master's in Regional Planning.

2. October 15, 2014 Meeting Minutes

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

Action Taken

Don Ackerman made a motion to approve the meeting minutes and Lucille McKnight seconded. The motion was approved unanimously.

3. Financial Statement through November 30, 2014

The financial statement represents activities through November 30, 2014. Through the first eleven months, revenues are at 82% and expenses are at 87%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. The expenses reflect the rent paid in full for 2014, employee health insurance and the NYS Retirement bill in the amount of \$87,498. The consultant services line item is over budget due to hiring Zone 5 to re-design the website.

There is approximately \$163,301.21 cash in the bank and outstanding receivables totaling \$161,434.92. The Accounts receivable from "Other Gov't Entities" is money

due to CDRPC for work associated with the CSO project. Upon finalization of the NYS Department of State grant contract, CDRPC will be fully reimbursed.

Action Taken

Gary Hughes made a motion to approve the financial statement and Bill Bruce seconded. The motion was approved unanimously.

4. Report from Nominating Committee

Fred Acunto, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2015: Gary Hughes, Chair; Lucille McKnight, Vice Chair; Judy Breselor, Secretary; and Jason Kemper, Treasurer.

Action Taken

Fred Acunto made a motion to accept the proposed 2015 officers and Jim Shaugnessy seconded. The motion was approved unanimously.

5. Proposed 2015 Budget

Rocky went over the highlights of the 2015 proposed budget.

The proposed county dues will remain the same for 2015. Each county's assessment reflects its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967.

The FTZ line item was reduced from \$30,000 to \$25,000, and Sean Maguire will be pursuing opportunities to generate more activity in 2015.

The Economic Development Administration (EDA) contract is for the period July 1, 2014 through June 30, 2015. The funding has been increased to \$70,000 this past year and anticipates having a similar amount awarded beginning July 1, 2015.

The Water Quality program and the Transportation Planning program are projected to remain the same based on current contracts beginning April 1, 2015 through March 31, 2016. The amount under the UPWP account is slightly higher due to a carryover amount into 2015.

The Intern line item has been increased to accommodate an additional part time person during the nine months and full time during the three month summer break. The positions are filled if warranted to meet program requirements.

For 2014 the year will likely end with a surplus. If that is the case, the end of the year unrestricted Fund Balance will be approximately \$340,000

Action Taken

Fred Acunto made a motion to approve the 2015 proposed budget and Lucille McKnight seconded. The motion was approved unanimously.

6. Proposed 2015 Meeting Schedule

A list of the proposed dates for the 2015 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Gary Hughes made a motion to approve the 2015 meeting schedule and Barbara Mauro seconded. The motion was approved unanimously.

7. Deferred Compensation Proposal

CDRPC employees are eligible to participate in the NYS Deferred Compensation Plan because we are a part of the NYS Retirement System. It is a voluntary program with no cost to CDRPC.

In order to participate, the CDRPC Board must adopt and sign a resolution. Once adopted, an account executive from the NYS Deferred Compensation Plan will meet with the staff to explain the program in more detail and to sign up interested staff persons.

Action Taken

Stan Brownell made a motion to adopt the Deferred Compensation Plan and Mike Morelli seconded. The motion was approved unanimously.

8. The Year in Review

Rocky gave a PowerPoint presentation outlining the Commission's accomplishments during 2014.

A copy of the presentation was provided at the meeting and will be available on the website.

9. LTCP – CSO Update

The final draft of the Albany Pool and County Sewer District Inter-Municipal Agreement (IMA) has been submitted to DEC. Before Albany and Troy can close on their EFC debt financing, each of the Albany Pool Communities will need to sign onto the Albany Pool IMAs and the State Historic Preservation office needs to complete the review of all projects within the next three years of program activity. The communities now have possession of the IMAs and we anticipate them getting signed in the next few weeks.

The Discharge Notification System is an interactive website that is now online and fully operational. The website is www.albanypool.org.

The Pool communities have submitted a Post Construction Monitoring Program to DEC in response to their comments on the draft plan previously submitted.

The APCs and County Sewer Districts continue to meet twice per month at CDRPC with project consultants and support staff. CDRPC and the support staff also meet with DEC once a month to report on project implementation, obtain program guidance, and generally be available for LTCP implementation questions and concerns. NYS DEC is pleased with the work that has been done on the CSO project.

10. Staff Activity Report

The Staff Activity Report was distributed before the meeting. There was no discussion.

11. Other Business

Stan Brownell commended Rocky and the staff for continued hard work and another successful year.

Jack Murray expressed his appreciation to Rocky and the staff for their support and hard work during his appointment as Chair of the Commission.

12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 21, 2015 at 8:30am.

Adjournment

Lucille McKnight made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,

Lucille McKnight
Secretary