

COMMISSION MEETING

January 18, 2012
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Michael Whalen, Jr., Judy Breselor, Michael Stammel, Fred Acunto, John Murray, Gary Hughes, Barbara Mauro, David Vincent

ABSENT: John Brown, Stan Brownell, Leon Fiacco, James Shaughnessy, Philip Barrett, Jason Kemper, Paul Sausville, Robert Godlewski

PRESIDING: Bill Bruce, Chair, called the meeting to order at 8:30am.

1. Welcome/Introduction of Guests

Brad Fisher, Albany County Director of Operations was in attendance.

2. December 14, 2011 Meeting Minutes

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

Action Taken

Barbara Mauro made a motion to approve the December 14, 2011 meeting minutes and Mike Stammel seconded. The motion was approved unanimously.

3. Office Vacancy

Due to the resignation of Michael Petta, the office of Treasurer is vacant. Gary Hughes, representing Schenectady County nominated himself to fill the position as Treasurer.

Action Taken

Jack Murray made a motion to accept Gary Hughes as Treasurer for 2012 and Barbara Mauro seconded. The motion was approved unanimously.

4. Financial Statements through December 31, 2011

The financial statement represents activities through December 31, 2011. The revenues are at 98.2% while the expenses are at 93.7%. The revenue reflects the final billings through the fourth quarter of 2011.

On the expense side there is an estimated \$1,000 in outstanding expenses from billings that will be received in January and February that represent actual 2011 expenses.

In order to balance the 2011 budget, approximately \$6,000 will be taken from the Fund Balance which is far less than the \$37,184 that was anticipated.

Action Taken

Gary Hughes made a motion to approve the Financial Statements as presented and Jack Murray seconded. The motion was approved unanimously.

5. Approval of 2012 Budget

At the December Board meeting, the Commission approved a provisional budget due to an uncertainty with regards to the dues that may be forthcoming from the Counties to support CDRPC in 2012. Rocky informed the Board that each of the four counties provided the requested financial support to CDRPC for operations in 2012. No adjustments are needed to the approved provisional budget. Action was requested to approve the Provisional Budget as the 2012 Budget.

Action Taken

Jack Murray made a motion to approve the 2012 Budget and Fred Acunto seconded. The motion was approved unanimously.

6. Proposal for Audit Services

The three year contract with Bonadio to prepare an annual audit has expired for both CDRPC and CDYCI. As a result, Rocky is seeking Commission approval to send out a Request for Proposals (RFP) for auditing services for a three year period beginning with the fiscal year ending December 31, 2011. The auditor that is selected will prepare an audit for both CDRPC and CDYCI, however each will be billed separately.

Action Taken

Jack Murray made a motion to authorize Rocky to send out an RFP for auditing services and Gary Hughes seconded. The motion was approved unanimously.

7. The Year Ahead

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2012.

A copy of the presentation is provided.

8. Staff Activity Report

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

9. Other Business

There was no other business at this time.

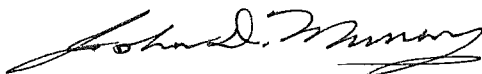
10. Next Commission meeting

The next CDRPC Commission meeting is scheduled for March 21, 2012 at 8:30am.

Adjournment

Mike Stammel made a motion to adjourn the meeting and Gary Hughes seconded. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John D. Murray".

John Murray
Secretary