

COMMISSION MEETING

March 16, 2016

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, James Shaugnessy, Jacqueline Stellone, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Gary Hughes, Joe Landry

ABSENT: Willard Bruce, Stan Brownell, Michael Stammel, Fred Acunto, Nancy Casso, Barbara Mauro

1. **Welcome New Board Member Nancy Casso**

Rocky informed the Board that Nancy Casso was appointed to the CDRPC Commission representing Schenectady County. Nancy was unable to attend the meeting but plans to attend the May meeting.

2. **January 20, 2016 Meeting Minutes**

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

Action Taken

Gary Hughes made a motion to approve the meeting minutes Joe Landry seconded. The motion was approved unanimously.

3. **2015 Pre Audit Financial Statement**

The financial statement represents activities through December 31, 2015. For the year, the revenues were at 104% while expenses were at 96%. The revenue reflects the final billings through the fourth quarter of 2015. It is anticipated that the year will end with a net surplus of \$56,433. A final audited financial statement will be prepared and presented to the Commission in mid 2016.

Action Taken

Judy Breselor made a motion to approve the 2015 Pre Audit Financial Statement and Jack Murray seconded. The motion was approved unanimously.

4. **Financial Statement through February 29, 2016**

The financial statement represents activities through February 29, 2016. In several instances, the expenses are greater than what would be expected because it included payment of the annual GIS software license to ESRI and annual premium payments for

insurance were paid. The rent and health insurance expense reflects three months worth of payments.

There is approximately \$232,446 cash in the bank and outstanding receivables totaling \$163,588. The larger than usual receivables reflects the payment due to CDRPC for the work associated with the CSO project.

Action Taken

Joe Landry made a motion to approve the financial statement and Judy Breselor seconded. The motion was approved unanimously.

5. NYSERDA Community Partnership Program

The New York State Community Partnership program, administered by NYSERDA, is an interagency effort by NYS that is designed to provide local governments and businesses across the state clean energy resources that will result in energy cost savings, economic development opportunities and reduce greenhouse gas emissions. CDRPC has been selected to serve as the Territory Contractor for the eastern part of the State that includes the Capital Region, North Country, Mohawk Valley, and lower Hudson Valley to NYC. CDRPC will facilitate the implementation of the program over a 3 year period and will coordinate our efforts with the Territory Contractors selected in the center/western part of the state and NYC and Long Island.

CDRPC is currently discussing with NYSERDA the Statement of Work that was released two weeks ago to address issues and concerns that have been raised about contract management and reporting requirements. We are optimistic that the outstanding issues can be resolved and begin to undertake the scope of work outlined in the plan. Todd Fabozzi will be Project Manager assigned to manage the Community Partnership Program. It is anticipated that a full time Senior Planner will be hired and a part time Financial Manager to assist with the project.

Rocky is requesting Commission approval to enter into the contract with NYSERDA and begin advertising to fill the two positions if the remaining outstanding issues can be resolved satisfactorily.

Action Taken

Judy Breselor made a motion to authorize CDRPC to enter into a contract with NYSERDA once all issues are resolved and Joe Landry seconded. The motion was approved unanimously.

6. Marketing/Communications Strategy Proposed Plan of Action

Per the 2015 – 2017 Strategic Plan, an RFQ was to be prepared to hire a Marketing/PR firm to prepare a communications strategy for the Commission.

However, Rocky is recommending hiring an individual to work part time rather than outsourcing work to a consulting firm. The person hired would work up to 10 hours per week through the remainder of the year and possibly into 2017.

Rocky is recommending Deborah Sturm Rausch for the position. She has a range of experience in dealing with the public outreach and marketing and communications on a variety of fronts. Rocky provided the Commission with a copy of Deborah's resume prior to the meeting for review and believes she would be an asset to the staff.

Action Taken

Kristin Swinton made a motion to hire Deborah Sturm Rausch on a part time basis and Joe Landry seconded. The motion was approved unanimously.

7. Proposed Revised 2016 Budget

Rocky provided the Commission with a revised budget to reflect the NYSERDA Partnership Grant and hiring of a part time communications staff person.

The proposed revised budget reflects:

One new full time Senior Planner position will need to be filled at an estimated annual salary up to \$60,000 and a part time Financial Manager to manage the financial records associated with the project.

The \$15,000 previously listed under Consultant Services will be moved to the Salaries line item to hire a part time Marketing/Communications person.

The Health Insurance line item has been adjusted to reflect the most costly alternative, a family plan based on current rates. This benefit will only apply to the full time position. The NYS Retirement System, FICA and Worker's Compensation have all been adjusted as well.

The rent has been adjusted \$15,000 to reflect added office space within our existing space and modifying the layout of the office adjacent to the GIS lab that Todd currently uses.

Action Taken

Gary Hughes made a motion to approve the Revised 2016 budget and Jacqueline Stellone seconded. The motion was approved unanimously.

8. LTCP CSO

The cities of Albany and Troy continue to work on finalizing their share of project costs listed on the State Intended Use Plan. It is anticipated to be finished by early April. Staff has been assembling project financials to substantiate project expenses and potential

credits that can also potentially be used as grant match for EFC's \$2.65m Infrastructure Improvement Act Grant funding Award.

The second term Semi-Annual report was submitted to DEC that details project and program progress from July – December. This report also includes a comprehensive summary of the Post Construction Monitoring Program, which is the May – October water quality program administered jointly by the County Sewer Districts and overseen by our engineering consultants.

9. Staff Activity Report

In January, a meeting was held with representatives from Albany County to introduce the issues associated with transition of ownership for the Secure Detention Facility to Albany County in February, 2017. There is another meeting today with Dan McCoy at the facility to discuss further and provide a tour. So far, all counties have indicated they want to maintain the current policies with a seamless transition. Rocky will update the Board once Albany County makes their decision.

10. Other Business

There is a Local Government Spring workshop scheduled for March 31, 2016 at HVCC from 8:00am to 3:00pm.

11. Executive Session

The Board went into Executive session to discuss the Search Committee's recommendations for Executive Director.

12. Next Meeting Date

The next CDRPC Commission meeting is scheduled for May 18, 2016 at 8:30am.

Adjournment

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

Respectfully submitted,



Jason Kemper
Secretary