

## COMMISSION MEETING

December 18, 2013  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### Minutes

**PRESENT:** Michael Morelli, Kristin Swinton, Michael Whalen, Judy Breselor, James Shaughnessy, Michael Stammel, Fred Acunto, Phil Barrett, John Murray, Don Ackerman, Joe Landry, Barbara Mauro

**ABSENT:** Bill Bruce, Lucille McKnight, Stan Brownell, Michael Cristo, Jason Kemper, Paul Sausville, Gary Hughes, Matthew Martin

**PRESIDING:** James Shaughnessy, Chair, called the meeting to order at 8:30am.

#### 1. Welcome & Introduction of Guests

Jim Shaughnessy welcomed Martin Daley to the CDRPC Commission as a new staff member. Martin Daley will be responsible for managing the implementation of the Albany Pool Combined Sewer Overflow Long Term Control Plan. Previously, Martin was the Program Manager at Parks & Trails NY.

#### 2. October 16, 2013 Meeting Minutes

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

##### Action Taken

Jack Murray made a motion to approve the October 16, 2013 meeting minutes and Don Ackerman seconded. The motion was approved unanimously.

#### 3. Presentation by Deborah Sturm Rausch, Executive Director of the Capital Region Maritime Center

Deborah Sturm Rausch, Executive Director of the Capital Region Maritime Center gave a presentation to the Board about the Center's mission, vision, goals and programs.

Founded in 1997, the mission of the Capital Region Maritime Center, Inc. is to develop and offer programs, services and other activities for youth and the general population related to education, history, recreation, travel and tourism, ecological and natural sciences and maritime occupations.

The Maritime Center is located along the Mohawk River in Alplaus, Town of Glenville, NY. The Capital Region Maritime Center is the only nonprofit Maritime Center serving northeastern New York. CRMC is home to the Saratoga Academy for Leadership and

Maritime Programs, a private middle school program for students in grades 5-8 in the Capital Region. CRMC is also proud to offer boatbuilding programs for at-risk to advanced students, families, groups, organizations and to others. Using a version of the nationally recognized *Building to Teach* program from Alexandria, VA, it teaches STEM subjects, especially math, through boatbuilding and more.

The Capital Region Maritime Center, Inc. is soon to be the waterfront location for the Naval Operations Support Center monthly weekend drills for the Naval Reserves and future home of the region's only *Indoor Rowing Training Center*, a year-round center for health, wellness, fitness and recreation.

#### **4. Financial Statement through November 30, 2013**

The financial statement represents activities through November 30, 2013. Through the first eleven months, revenues are at 84.8% and expenses are at 87.8%. 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 2013, employee health insurance and the NYS Retirement bill in the amount of \$81,272.

There is approximately \$210,160.86 cash in the bank and outstanding receivables totaling \$39,969.50.

##### **Action Taken**

Mike Stammel made a motion to approve the Financial Statement and Barbara Mauro seconded. The motion was approved unanimously.

#### **5. Report from Nominating Committee**

The Chair of the nominating committee, Phil Barrett recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2014: John Murray, Chair; Gary Hughes, Vice Chair; Lucille McKnight, Secretary; and Judy Breselor, Treasurer.

##### **Action Taken**

Jim Shaughnessy made a motion to accept the proposed 2014 officers and Mike Whalen seconded. The motion was approved with 1 abstention by Judy Breselor

#### **6. Proposed 2014 Budget**

Rocky went over the highlights of the 2014 proposed budget.

The proposed county dues will remain the same for 2014. 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.

Beginning May 1<sup>st</sup>, we will likely be entering into the third year of a three year contract with NYSERDA under the Climate Smart Communities Grant program.

CDRPC will be managing the implementation of the approved Combined Sewer Overflow Long Term Control Plan on behalf of the Albany Pool Communities. This is a 15 year implementation schedule and CDRPC has budgeted \$150,000 per year for management of this project.

The Water Quality program has been reduced while revenue from the Transportation Planning program is projected to remain the same based on current contracts beginning April 1, 2014 through March 31. There will be a carry over of funds greater than anticipated due to the Census Bureau delay releasing employment statistics needed to do the employment projections.

The salary line item has increased due to hiring a part time professional staff person in 2014 to be responsible for the financial management and record keeping for CDRPC, CDYCI and the CSO LTCP. Rocky met with the A&F Committee as well as CDRPC auditors and Jack Murray to get feedback regarding hiring a staff person who will be responsible for the financials. Jack Murray expressed how important it will be to hire a new staff person in order to keep track of the CSO accounting which will include grant money coming in and money paid out to clients and advisors. The CSO accounts are completely separate from CDRPC accounts.

The contribution to the State Retirement system is based on an estimated 2015 payment that will be paid in December 2014. This year our actual bill paid in December was \$81,272. Based on the preliminary information we received from the NYS Retirement System, there is not expected to be a rate increase from this year. The recently paid 2013 payment ranged from 21% to 26.2%.

For 2013 the year may end with a surplus despite appropriating \$3,184 in order to balance the budget. If that is the case, the end of the year unrestricted 2013 Fund Balance will be approximately \$315,000.

#### **Action Taken**

Mike Stammel made a motion to approve the 2014 Proposed Budget and Barbara Mauro seconded. The motion was approved unanimously.

### **7. Proposed Meeting Schedule**

A list of proposed dates for the 2014 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

#### **Action Taken**

Jack Murray made a motion to approve the 2014 meeting schedule and Mike Morelli seconded. The motion was approved unanimously.

8. **LTCP – CSO Update**

Martin Daley has been hired as an Environmental Planner whose primary responsibility will be to manage implementation of the Long Term Control Plan per the requirements outlined in the Consent Order.

An RFQ was issued seeking Bond Counsel to provide financial management support to implement the projects indentified in the Long Term Control Plan. Each of the submitted proposals have been reviewed and a recommendation has been made to the CSO Technical Advisory Committee.

An agreement has been reached between NYS DEC and the Albany Pool communities specifying the language to be included in the Order on Consent. As of today, five of the six communities (Cohoes, Green Island, Watervliet, Rensselaer & Troy) and one of the two county Legislatures (Albany) have passed resolutions authorizing that the Consent Order be signed.

9. **Staff Activity Report**

Rocky has been asked to Chair the Canal Recreation Way Plan update through the Canal Corporation. The last plan was prepared in 1993.

Rocky also informed the Board that he sent a letter of resignation to the Co-Chairs of the Capital Region Economic Development Council, Jim Barba and Dr. Robert Jones. Rocky stated he decided to resign as Co-Chair (Ann Moynihan is the other co-chair) of the Metrics and Monitoring Work Group. In his letter, Rocky stated that CDRPC would continue to serve as a resource to the Council.

10. **Other Business**

There was no other business at this time.

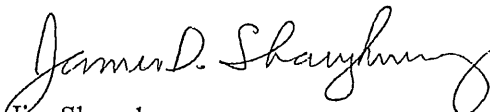
11. **Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for January 15, 2013 at 8:30am.

**Adjournment**

Jack Murray made a motion to adjourn the meeting and Phil Barrett seconded. The motion was approved unanimously.

Respectfully submitted,



Jim Shaughnessy  
Chair