

Albany CSO Pool Communities Corporation

Capital District Regional Planning Commission
One Park Place, Suite 102,
Albany NY 12205
Tel: (518) 453-0850

Minutes of Board of Directors Meeting Thursday, March 10, 2016

Present:

Martin Daley – CDRPC Staff
Rocco Ferraro – CDRPC Staff
Donna Reinhart – CDRPC Staff
Jeanine Rogers Caruso – Fiscal Advisors
Mike Miller – Albany Pool Joint Venture Team (CHA)
Bill Simcoe – City of Albany
Tim Murphy – Albany County Sewer District
Chris Wheland – City of Troy
Garry Nathan – City of Cohoes
Jeremy Smith – City of Watervliet
Dave Dressel – City of Watervliet
Mark Hendricks – City of Rensselaer
Gerry Moscinski – Rensselaer County Sewer District
Sean Ward – Village of Green Island
Maggie Alix – Village of Green Island

I. Call to Order/Roll Call

Gerry Moscinski called the meeting to order at 11:00 AM

II. Reading and Approval of Minutes of February 11, 2016

The minutes were distributed before the meeting and no changes were made.

Action Taken

Maggie Alix made a motion to approve the February 11, 2016 meetings and Chris Wheland seconded. The motion was approved unanimously.

III. Appointment of Designees and Alternates for the City of Rensselaer

Tony Manfredi no longer works for the City of Rensselaer. His departure has triggered Mayor Dwyer's appointment of Mike Brown as designee and Mark Hendricks as alternate. Martin previously distributed Mayor Dwyer's appointment letter with the meeting materials.

Mark has expressed interest in filling Tony's vacant seats on the Corporation committees. Staff recommends the board approve the city of Rensselaer appointments and that the board appoint Mark Hendricks to represent the City on the Audit, Finance and Governance Committees.

Action Taken

Jeremy Smith made a motion to approve the appointment of Mike Brown as a designee and Mark Hendricks as an alternate from the City of Rensselaer.

IV. Appointment to Committees

Action Taken

Chris Wheland made a motion to appoint Mark Hendricks to the Audit, Finance and Governance Committees and Jeremy Smith seconded. The motion was approved unanimously.

V. Revised 2016 Meeting Schedule

A copy of the proposed revised meeting schedule was distributed to the Board prior to the meeting. Committee meeting start times were moved from 10am to 10:30am.

Action Taken

Jeremy Smith made a motion to approve the revised 2016 meeting schedule and Sean Ward seconded. The motion was approved unanimously.

VI. Amended 2016 Corporation Budget

The proposed FY2016 budget amendment was created by staff to illustrate expected grant revenue from the last round of CFAs. Although these funds are multi-year grants that will carry over into future fiscal years based on project schedules, the full grant amounts were included in the FY2016 for illustration purposes.

The board expressed interest in developing a more detailed budget with a revised format for FY2016. Gerry Moscinski suggested the discussion be tabled at this time and discussed further with the Finance Committee. The Board also asked if the Budget Amendment would need to be reviewed by the Finance Committee. Staff concurred it would be best to table the budget amendment, review the finance committee charter, and work with the financial team to develop a more detailed budget in an expanded format with input from the capital improvements plan.

Staff is meeting with Mike Miller and Jeanine Rogers Caruso today to discuss credits for the communities.

VII. Consultant Invoices

Martin provided a summary sheet along with consultant invoices to the Board prior to the meeting. Martin requested approval for the following consultant invoices to be paid upon receipt of NYSDOS Local Government Efficiency Grant reimbursement funds or community contributions:

- Barton & Loguidice for December 2015 and January 2016 in the amount of \$7,819.30
- Beveridge & Diamond for December 2015 in the amount of \$20,962.11

Gerry asked if payment of invoices required the approval of the finance committee. Staff informed the board the finance committee's Charter (accessible at <http://cdrpc.org/wp-content/uploads/2015/10/C6.-LDC-Finance-Committee-Charter.pdf>) requires the committee to review appointment of and compensation of certain vendors to the Corporation. Staff reviews the invoices for accuracy, compares work and expenses to the budget and then presents the invoices to the board. The Corporation Bylaws require the board to authorize payments in excess of \$1,500 prior to review and authorization by the treasurer. Staff will provide the board with an abstract of expenses vs. budget at the April meeting. Staff advised the board that if they preferred that the Finance Committee meet monthly and review invoices prior to board review and approval that the board should consider revising the Finance committee charter.

Action Taken

Sean Ward made a motion to approve payment to the consultant invoices pending payment from NYSDOS or deposit by the communities into the Corporation account and Jeremy Smith seconded. The motion was approved unanimously.

VIII. Audit and Tax Accountant Services RFP

A draft copy of the Audit and Tax services RFP was distributed to the Board for review. The RFP is seeking proposals from firms to provide audit and tax services to the Albany CSO Pool Communities for a three year period.

The Audit and Tax Services RFP was previously reviewed, and recommended for board approval, by the finance committee. Staff informed the board that the Audit committee will need to review the RFP, as they will work closely with audit and tax service provider and the committee's review of provider proposals is required by the Audit Charter. Staff suggested that the board approve the RFP for distribution conditioned upon the final recommendation of the Audit Committee. The Audit committee is scheduled to meet immediately after the full board. The Audit Committee did not previously review the RFP because without a replacement for Tony Manfredi, who left the city of Rensselaer and thus left a vacant seat, the committee did not have enough members to constitute quorum. Now that Mark Hendricks has been appointed by the board to replace Tony on the Audit Committee, it is possible for the committee to meet and review the RFP.

Action Taken

Sean Ward made a motion to issue the Audit RFP conditioned on the Audit Committee review and recommendation and Chris Wheland seconded. The motion was approved unanimously.

IX. Directors and Officers Insurance RFP

A draft copy of the Insurance and Brokerage Services RFP was given to the Board for review prior to the meeting. The RFP is seeking proposals from firms to provide insurance brokerage services on behalf of the Corporation for the General Liability and Directors and Officers Insurance.

The Finance Committee previously reviewed the RFP and made a few minor changes prior to recommendation to the full Board.

Action Taken

Garry Nathan made a motion to accept the RFP as amended by the Finance Committee and Jeremy Smith seconded. The motion was approved unanimously.

X. EFC Financing and Grant Updates

Martin is working with Jeanine Rogers Caruso in getting the information for community credits. There is a meeting later today to discuss further. Martin is still in the process of reconciling application of expected grant revenue from EFC's Infrastructure Improvement Act Program.

XI. Other Business

Jeremy Smith informed the Board that bids have come in and are under review for the Route 32 GI project. The project is on track for timely notice to proceed by April 1, 2016.

Mike Miller announced that DEC informally requested LTCP models for the Dry Creek. The Board will oblige and submit the models, but requested DEC submit a written request prior to distribution.

Martin informed the board that the CDRPC submitted the Second Term 2015 Semi-Annual report to DEC on time and that delivery was acknowledged. No comments have been received as of yet.

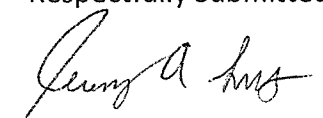
XII. Adjournment

Sean Ward made a motion to adjourn the meeting and Chris Wheland seconded. The motion was approved unanimously.

The next LDC meeting is scheduled for Thursday, April 14, 2016 at 11:00 am. The meeting will be preceded by committee meetings.

The meeting adjourned at 12:10pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jeremy A. Smith". The signature is written in a cursive style with a large initial 'J' and a distinct 'A'.

Jeremy Smith, Secretary

DRAFT