

COMMISSION MEETING

December 19, 2012
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Stan Brownell, Michael Cristo, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Donald Ackerman, Gary Hughes, Barbara Mauro, David Vincent

ABSENT: Michael Whalen, Judy Breselor, Angelo Santabarbara

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

1. Welcome New Commissioners/Introduction of Guests

New commissioners at the meeting were Michael Morelli, Director of Economic Development and Planning for the Town of Bethlehem representing Albany County, Kristin Swinton, CEO of the Green Island Power Authority also representing Albany County, and Michael Cristo, Rensselaer County Legislator, representing Rensselaer County.

2. October 17, 2012 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the meeting minutes and Mike Stammel seconded. The motion was approved with one abstention by Michael Morelli.

3. Financial Statement through November 20, 2012

The financial statement represents activities through November 2012. Through the first eleven months of the fiscal year, revenues are at 77% of the budgeted amount 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 2012, employee health insurance and the NYS Retirement bill in the amount of \$71,717.

There is approximately \$135,235.40 cash in the bank and outstanding receivables totaling \$72,430.42.

Action Taken

Jack Murray made a motion to approve the Financial Statement and Phil Barrett seconded. The motion was approved unanimously.

4. Report from Nominating Committee

The nominating committee has recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2013: James Shaughnessy, Chair; Jack Murray, Vice Chair; Gary Hughes, Secretary; and Lucille McKnight, Treasurer.

Action Taken

Phil Barrett made a motion to accept the proposed slate of 2013 officers and Jack Murray seconded. The motion was approved unanimously.

5. Proposed 2013 Budget

Rocky went over the highlights of the 2013 proposed budget.

The proposed county dues will remain the same for 2013. 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.

With the release of the Comment Letter from DEC regarding the CSO LTCP, staff responsibilities to manage the project are expected to increase significantly during 2013 in order to coordinate the response to the Comment Letter including an investigation of alternative inter-municipal management structures.

Beginning April 1, CDRPC will be entering into the second year of a three year contract with NYSERDA under the Climate Smart Communities Grant program.

The contribution to the State Retirement system is based on an estimated 2014 payment that will be paid in December 2013. Depending upon the employee's tier, the projected rate will range from 21% to 26.2% of the projected salary. The recently paid 2013 payment ranged from 18.6% to 23.2%.

For the 2013 budget, \$3,184 will be taken from the Unreserved Fund Balance in order to balance the budget. For 2012, there may be a slight surplus despite appropriating \$11,884 to balance the budget. If that is the case, the end of year unrestricted 2012 Fund Balance will be approximately \$308,000.

Action Taken

Lucille McKnight made a motion to approve the 2013 Proposed Budget and Barbara Mauro seconded. The motion was approved unanimously.

6. **Proposed 2013 Meeting Schedule**

A list of proposed dates for the 2013 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Lucille made a motion to approve the 2013 meeting schedule and Stan Brownell seconded. The motion was approved unanimously.

7. **The Year in Review**

Rocky gave a PowerPoint presentation outlining the Commission's accomplishments during 2012.

A copy of the presentation was provided at the meeting.

8. **LTCP – CSO Update**

The Albany Pool Technical Committee interviewed four law firms for the Special Counsel position. The representatives from the six Albany pool communities voted unanimously to hire Beveridge & Diamond from New York City and Washington DC to negotiate the LTCP with DEC and the EPA and to lead the preparation of an intermunicipal management arrangement for Phase II. Whiteman, Osterman & Hanna will be working as a sub-contractor to Beveridge & Diamond to assist in the evaluation of alternative inter-municipal structures.

CDRPC and the Pool Communities received the NYS DEC Comment Letter on Friday, December 7 outlining the concerns DEC and EPA have about the draft Long Term Control Plan. A follow-up meeting with DEC is scheduled for December 18. With the release of the Comment Letter, a series of monthly meetings will be held through June 2013 with DEC to finalize the LTCP.

Rocky is requesting Board approval to sign a retainer agreement with Beveridge & Diamond in order to continue utilizing legal counsel. The retainer must be signed by all the Pool Communities and the Sewer Districts as well. There are no cost obligations to CDRPC.

Action Taken

Mike Stammel made a motion to authorize CDRPC to enter into agreement with Beveridge & Diamond for legal counsel and Lucille McKnight seconded. The motion was approved unanimously.

9. **Staff Activity Report**

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

10. Other Business

Bill Bruce announced that David Vincent is leaving the Commission after 30 years of serving on the Board.

Both Rocky and the Commission members expressed their appreciation for David's support and hard work as a volunteer over the years on both CDRPC and CDYCI Boards. David was presented with a Certificate of Appreciation and a gift basket from the staff and the Commission.

11. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 16, 2012 at 8:30am.

Adjournment

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

Respectfully submitted,



John Murray
Secretary