

## COMMISSION MEETING

December 16, 2015  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, NY 12205

**PRESENT:** Bill Bruce, Lucille McKnight, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Jacqueline Stellone, Fred Acunto, Phil Barrett, John Murray, Paul Sausville, Gary Hughes, Joe Landry, Barbara Mauro

**ABSENT:** Michael Morelli, Michael Whalen, Jr., Michael Stammel, Jason Kemper, Don Ackerman, Matthew Martin

### 1. **Welcome/Introductions**

Jon Allen from Performance Matters was in attendance.

### 2. **October 21, 2015 Meeting Minutes**

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

#### **Action Taken**

Barbara Mauro made a motion to approve the meeting minutes and Fred Acunto seconded. The motion was approved with 1 abstention from Jack Murray.

### 3. **Financial Statement through November 30, 2015**

The financial statement represents activities through November 30, 2015. Through the first eleven months, revenues are at 86% and expenses are at 87%. There is \$248,938 cash in the bank and outstanding receivables totaling \$133,138. 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 2015, employee health insurance and the NYS Retirement bill in the amount of \$37,050. The furniture and furnishings line item is over budget due to purchasing new desks for staff and interns.

#### **Action Taken**

Stan Brownell made a motion to approve the financial statement and Jack Murray seconded. The motion was approved unanimously.

#### **4. Report from Nominating Committee**

Stan Brownell, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2016: Lucille McKnight, Chair; Judy Breselor, Vice Chair; Jason Kemper, Secretary; and Gary Hughes, Treasurer.

##### **Action Taken**

Jack Murray made a motion to accept the proposed 2016 officers and Fred Acunto seconded. The motion was accepted unanimously.

#### **5. Adoption of Strategic Plan**

A final draft of the 2016-18 Strategic Plan was given to the Board prior to the meeting for review. Except for some minor editing, there were no changes made to what was presented at the October Commission meeting.

##### **Action Taken**

Lucille McKnight made a motion to adopt the 2016-18 Strategic Plan and Judy Breselor seconded. The motion was approved unanimously.

#### **6. Proposed 2016 Budget**

Rocky went over the highlights of the 2016 proposed budget.

CDRPC received a \$3 million grant for 3 years for the Climate Smart Communities program. This grant money is not reflected in the proposed budget. Rocky will have a revised budget to be approved at the March meeting

The proposed county dues will remain the same for 2016. 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.

The \$20,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts plus other possible contractual arrangements presently under discussion.

There will be no change in the amount requested from CDYCI to carry out management responsibilities associated with the Secure Detention facility in 2016.

The Economic Development Administration (EDA) contract is for the period July 1, 2015 through June 30, 2016. We anticipate receiving a similar amount beginning July 1, 2016.

The Water Quality program and the Transportation Planning program are projected to remain the same based on current contracts beginning April 1, 2016. The amount under the UPWP account is higher due to a carryover amount into 2016.

The Office Equipment, Consultant, and Printing & Publishing line items have been increased to implement the Strategic Plan.

For 2015, the year will likely end with a surplus. If that is the case, the end of the year unrestricted Fund Balance will be approximately \$400,000. We anticipate drawing down up to \$37,000 to balance the proposed 2016 budget.

#### **Action Taken**

Jack Murry proposed the Executive Committee review Rocky's salary and include any increase to the proposed 2016 budget.

Fred Acunto made a motion to approve the proposed 2016 budget with the amendment of Rocky's salary increase and Stan Brownell seconded. The motion was approved unanimously.

### **7. Proposed 2016 Meeting Schedule**

A list of the proposed dates for the 2016 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

#### **Action Taken**

Barbara Mauro made a motion to approve the 2016 meeting schedule and Jack Murray seconded. The motion was approved unanimously.

### **8. Social Media Related Activities**

Sean Maguire gave a PowerPoint presentation showing the results of our first year being active in social media. This year we launched a presence on Facebook, Twitter, and LinkedIn. Using these tools, we can tell who is regularly engaged with us online. As of November 30, we have 75 likes which is an increase of 10 from the prior month; 75 followers on Twitter and 18 followers on LinkedIn.

So far, we have had the most engagement using Facebook. However, as we move forward, there are steps we can take to increase our social media footprint. As part of the Strategic Plan, we will need to develop a communications strategy which includes a plan to regularly post relevant information to our social media platforms. Also, to increase our reach, we need our supporters to help spread our messages by engaging in our posts.

## **9. LTCP – CSO Update**

The City of Albany Water Board has been awarded \$50,000 from the DEC Estuary Grant Program for the completion of a Feasibility Assessment for the study of Stormwater In-lieu of Fees and a Green Infrastructure Banking/Credit System.

Martin informed the Board that the CSO program has been awarded \$1.3 million through the recently announced Consolidated Funding grant program for projects taking place in the Pool Communities. The CFA awards to Pool projects included \$900,000 for a stormwater separation project in Cohoes. \$220,500 to CDRPC from the NYSDOS for a Green Infrastructure Planning project, and \$178,500 for regulator projects in Cohoes, Albany, and Watervliet. In addition to the CFA awards, Albany and Troy were awarded nearly \$2.5, between them for their share of CSO projects in the LTCP program. Martin added that an additional \$6 million was awarded in the CFA program for sewer and stormwater projects not in the LTCP, but will have a positive effect on CSOs and thereby benefit the Albany Pool Communities CSO LTCP program.

The Albany CSO Pool Communities Corporation Board continues to meet on a monthly basis. The Board developed and approved their FY2016 budget in September. The Corporation selected Pioneer Bank to serve as the account holder. Staff and the technical team updated the investment policy to permit the collateralization of Corporation assets.

Albany hosted a press event on November 5 to celebrate the progress of the Quail Street Green Infrastructure project. Representatives from DEC, EFC, CDRPC and local business owners spoke at the event and then poured buckets of water onto a porous section of pavement to illustrate the permeability of the GI practices employed in the project.

## **10. Staff Activity Report**

Staff is finalizing a project with UAlbany's Rockefeller College to update regional indicators at the Metropolitan Statistical Area (MSA) level using American Community Survey data.

The Juvenile Detention Facility utilization rate continue to be higher than 2014. Through November, the utilization rate is at 79.6%, up from 65.4% in 2014.

Sean Maguire continues to attend and participate in Executive Committee meetings of the Capital Region Economic Development council as well as working to continue to meet with FTZ partners and new leads to grow the program.

**11. Other Business**

There was no other business at this time.

**12. Executive Session**

Gary Hughes suggested entering into Executive Session and adjourn the meeting immediately following.

**Action Taken**

Joe Landry made a motion to enter into Executive Session and Stan Brownell seconded. The motion was approved unanimously.

**13. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for January 20, 2016 at 8:30am.

Respectfully submitted,



Judy Breselor  
Secretary