

COMMISSION MEETING

July 20, 2016

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Bill Bruce, Michael Morelli, Kristin Swinton, Stan Brownell, James Shaugnessy, Fred Acunto, Phil Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Nancy Casso, Gary Hughes, Joe Landry
Barbara Mauro

ABSENT: Michael Apostol, Lucille McKnight, Judy Breselor, Jacqueline Stellone,

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

Rocky introduced Nancy Casso to the Board. Nancy was appointed to the CDRPC Commission representing Schenectady County. Rocky also announced that Michael Apostol was appointed to the CDRPC Commission representing Albany County. Michael was unable to attend the meeting but plans to attend the October meeting.

Rocky also introduced Magdy Hay, CDRPC's new part-time financial officer responsible for CSO and the Clean Energy Community Program financials.

2. **May 18, 2016 Meeting Minutes**

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

Action Taken

Fred Acunto made a motion to approve the meeting minutes and Jack Murray seconded. The motion was approved unanimously.

3. **Financial Statement through June 30, 2016**

The financial statement represents activities through June 30, 2016. Through the first six months, revenues are at 47% and expenses are at 42%. There is approximately \$231,080 cash in the bank and outstanding receivables totaling \$249,038.

Second quarter invoices were sent to the appropriate billing agencies for the CDYCI, CSO, Water Quality, NYSERDA, and UPWP work program. The NYSERDA Clean Energy Program will be billed on a monthly basis.

Action Taken

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

4. 2015 Audit Report

The 2015 Audit is not ready for distribution at this time. The audit will be completed for the Board's review and approval at the October meeting.

5. 2017 Proposed Preliminary Budget

The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2017 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2017 proposed budget is 5.3% greater than the 2016 budget. A final budget will be prepared for the December Commission meeting.

The amount requested from each county will remain the same as 2016. The total amount requested has remained unchanged since 2004 and is less than the amount received in 2002. Per the inter-municipal agreement, any adjustments by one county, proportionately impacts the contributions from the remaining three counties.

The NYSERDA Clean Energy Communities Program revenue reflects a full year of activity. The 2015 budgeted amount was only for a partial year beginning April 1st.

CDRPC will continue to serve as the project manager on behalf of the Inter-Municipal Corporation created by the Albany Pool Communities of Albany, Watervliet, Green Island, Cohoes, Troy, and Rensselaer.

CDRPC was able to successfully secure a grant from the NYS DOS to undertake a Green Infrastructure Code Audit and develop a tool kit of GI practices. A Total of \$30,000 has been allocated for the specific task to be achieved during a 2 year period. Approximately 50% of the grant money is allocated for consultant services.

The Water Quality program is funded from April 1, 2016 through March 31, 2017 and we anticipate a similar amount of funding will be available for 2017-2018. The budget year for the UPWP is the same as the Water Quality program.

The health insurance line item was reduced to reflect the changes in staff and their coverage and includes an approximate 15% increase in health insurance coverage rates.

The salary line item reflects a full time professional staff of 7 plus three part-time professionals. The intern line item includes one position that is part-time during the school year and full-time during the summer.

The Consultant line item was increased to support the services associated with our on-line interactive Census Mapper program which is a reimbursable expense from the UPWP grant.

Included in the Data Purchase line item is the possibility that we may purchase data from Economic Modeling Software, Inc. (EMSI) in order to continue to prepare Economic Impact Analyses.

The Travel line item increase reflects anticipated additional travel associated with the Clean Energy Communities Program.

Action Taken

Fred Acunto made a motion to approve the Proposed 2017 Preliminary Budget and Gary Hughes seconded. The motion was approved unanimously.

6. Strategic Plan

The communications plan is moving forward with Debbie Rausch meeting with CDRPC staff and A&F Committee members. Debbie has also been working with the staff in the preparation of materials about CDRPC for display and dissemination. There is a need for promotional materials for staff to use at meetings and conferences. After a brainstorming session with the staff, an example of a retractable banner was prepared. The retractable banner will be about 6 feet tall. The banner is being put out to bid and Debbie should have more information in 2 weeks.

An audit evaluation of our IT equipment systems is underway. Sean spoke to a couple of IT firms and had Northeast Network Solutions come in to discuss software and hardware platforms. Northeast installed a hardware firewall on each computer and continues to monitor for threats and viruses. We have switched internet providers from Time Warner Cable to First Light and have been getting much faster speeds.

7. Capital District Regional Indicators Report

UAlbany's Rockefeller College completed the update of regional indicators for the Capital Region Metropolitan Statistical Area (MSA) level using American Community Survey data which includes a times series analysis comparing the 2005-09 and 2010-14 ACS. The study was prepared by Graduate Students enrolled at Rockefeller College.

Sean made a presentation to the Board highlighting the key findings of the 2016 Capital District Regional Indicators Report.

8. LTCP CSO Memo

The City of Troy has closed on their share of CSO project costs listed on the State Intended Use Plan with the EFC. Albany is anticipated to close soon. The Corporation has engaged West and Co. for audit and tax services and COOL Insurance Brokerage for directors and officers general liability services.

Several projects and program are moving along smoothly. Sewer System Operations, Maintenance, and Inspection Plans were revised and submitted to DEC in June. Albany's Quail Street Green Infrastructure project is nearly complete and two GI projects, one in Troy and one in Watervliet will begin construction soon.

9. Staff Activity Report

The May/June issue of Capital District Data was released and focused exclusively on residential building permits for the Region and the four counties. Updates continue on the format of CDD and included increased interactivity between the newsletter and the website and is now printed in color.

Staff involvement with the Albany County Land Bank continues as a member of the Community Advisory Committee.

The Ballston Lake Watershed Management committee is preparing to submit for funding as part of the State's CFA process in order to fund the completion of a new watershed management plan.

The Clean Energy Community Program contract with NYSERDA has been signed. The contract starting date was backdated to June 15th. Staff has been working on preparing the program kickoff, including hiring outreach coordinators, preparing a quarterly program plan, negotiating with NYSERDA on the Statement of Work, and coordinating subcontracts with regional partners and consultants.

Discussions continue with Albany County regarding the transfer of ownership of the Juvenile Secure Detention facility to Albany County upon completion of payment of the bonds scheduled for February 2017. At the July 11, 2016 meeting of the Albany County Legislature, a Resolution was passed authorizing the County Executive to enter into an agreement with CDYCI through December, 2017 with an option for a one year renewal to maintain the status quo.

10. Other Business

There was no other business at this time.

11. Executive Session

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

Action Taken

Barbara Mauro made a motion to enter into Executive Session and Don Ackerman seconded. The motion was approved unanimously.

Action Taken

Jack Murray made a motion to end the Executive Session and Mike Morelli seconded. The motion was approved unanimously.

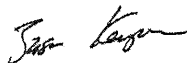
12. Next Meeting Date

The next CDRPC Commission meeting is scheduled for October 19, 2016 at 8:30am.

Adjournment

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

Respectfully submitted,



Jason Kemper
Secretary