

COMMISSION MEETING

December 14, 2011

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

- PRESENT:** John Brown, Willard Bruce, John Graziano, Lucille McKnight, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Jason Kemper, John Murray, Barbara Mauro,
- ABSENT:** Michael Whalen, Judy Breselor, Leon Fiacco, Philip Barrett, Paul Sausville, Robert Godlewski, Gary Hughes, Michael Petta, David Vincent
- PRESIDING:** Barbara Mauro, Chair, called the meeting to order at 8:30am.

1. Welcome/Introduction of Guests

There were no guests in attendance.

2. October 19, 2011 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the October 19, 2011 meeting minutes and Lucille McKnight seconded. The motion was approved unanimously.

3. Financial Statement through November 30, 2011

The financial statement represents activities through November 30, 2011. The revenues are at 84% of the budgeted amount and the expenses are at 88%. 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 2011, employee health insurance and the NYS Retirement bill in the amount of \$62,259.

There is approximately \$93,720 cash in the bank and outstanding receivables totaling \$86,143. There are three Certificates of Deposit totaling \$87,830.72.

For 2011, we will be drawing down approximately \$10,000 from our Fund Balance despite appropriating \$37,184 in order to balance the 2011 budget. The end of the year 2011 Fund Balance will be approximately \$305,000.

Action Taken

Jack Murray made a motion to approve the Financial Statements as presented and Bill Bruce 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 2012: Bill Bruce, Chair; Jim Shaughnessy, Vice Chair; Jack Murray, Secretary; and Mike Petta, Treasurer.

Action Taken

The Commissioners accepted the proposed slate of 2012 officers from the nominating committee. The motion was approved unanimously.

5. Proposed 2012 Provisional Budget

As of today, it is unclear if Saratoga County and possibly Albany County, due to the budget veto by the Albany County Executive, will be including CDRPC in their 2012 budget. Rocky does anticipate getting funding from both counties, however the amount from Saratoga County is unknown at this time. The proposed 2012 provisional budget reflects the original amount requested from Saratoga County.

Rocky went over the highlights from the proposed 2012 provisional budget.

The proposed county dues will remain the same for 2012. However, each county's assessment has been revised to reflect its proportionate share of the population based on the 2010 Census as required per the Inter-Municipal Agreement.

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.

Anticipated revenue from the CSO study is \$25,000. The Long Term Control Plan was submitted to DEC and EPA for their review on June 30, 2011. DEC will be contacting us to set up a meeting once they finish their review to inform us of the expectations in moving forward over the next year.

CDRPC has been awarded a NYSERDA Climate Smart Communities Regional Coordinators Services grant for approximately \$322,000. The project team will consist of CDRPC and the consulting firms of VHB and Climate Action Associates. CDRPC's share of the grant is approximately \$72,000. CDRPC will serve as Project Manager.

The contribution to the State Retirement System is based on an estimated 2013 payment that will be paid in December 2012. Depending upon the employee's tier, the projected rate will range from 18.6% to 23.2% of the projected salary. The recently paid 2012 payment ranged from 15.8% to 19.7%.

The Intern line item has been refunded in order to assist the staff in carrying out the work program. There will be a need for an additional person, whether that be an intern or hiring someone on a contractual basis while Joanna King is out on maternity leave.

Also, the City of Albany was a recipient of a Cleaner Greener Communities Grant, which is a million dollar grant. The grant is a multi stage program designed to encourage communities to develop regional sustainable growth strategies.

The plan involves an 8 county area including the CDRPC coverage area as well as Columbia, Greene, Warren and Washington Counties. The plan must be completed within 8 months of contract signing. CDRPC will be playing a role, however it is unknown at this time what role that will be. The budget does not reflect any monies that may be provided to CDRPC to complete the required tasks.

Action Taken

Jack Murray made a motion to approve the Proposed 2012 Provisional Budget and Bill Bruce seconded. The motion was approved unanimously.

6. Proposed 2012 Meeting Schedule

A list of proposed dates for the 2012 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 proposed 2012 meeting schedule and Jim Shaughnessy seconded. The motion was approved unanimously.

7. The Year in Review

Rocky did a PowerPoint presentation outlining the Commission's accomplishments during 2011.

A copy of the presentation was provided at the meeting.

8. LTCP – CSO Update

In mid November, CDRPC received word that NYS DEC and the US EPA are reviewing the draft Long Term Control Plan and would be contacting CDRPC to set up a meeting once they have finished their review at either the end of the year or early 2012.

NYS DOS has not yet released the RFP for the next round of SMSI funding. It is anticipated that as soon as the RFP is announced, CDRPC will prepare an application for funding to explore alternative organizational arrangements for Phase II of the CSO project.

9. Inter-Municipal Agreement and Bylaws

A copy of the Inter-Municipal Agreement establishing the Commission and the Bylaws were distributed to the Commissioners before the meeting for their information.

CDRPC was established in 1967 under Articles 12-B and 5-G of General Municipal Law by Albany, Rensselaer, Saratoga and Schenectady Counties. The dues paid to the Commission are per the approved bylaws which state that it be based on "its proportionate share of expenses based on the last available U.S. official full count census."

~~Fred Acunto inquired what would be the impact on CDRPC if Saratoga County decided not to participate. Financially it would have an impact; however, the larger issue is that it would pose many problems as far as programs are concerned. For example, the EDA grant is a 50/50 match, which includes Saratoga County as part of the four county economic development district. The \$70,000 that is matched is paid for via the county dues, therefore the other three counties would be subsidizing Saratoga County's share. A similar situation would occur with the other grants CDRPC receives that require a match. CDRPC could re-apply for the EDA grant without Saratoga County as a three county economic development district, but that would exclude Saratoga County's eligibility for grants from the EDA unless they created their own district.~~

Rocky would recommend that CDRPC meet the minimum requirements to prepare data for Saratoga County. However, based on feedback Rocky has received, he does not anticipate Saratoga County not participating therefore would prefer any further discussion of "what if" scenarios pending final action by the county.

10. Staff Activity Report

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

11. Other Business

Stan Brownell announced that John Graziano will no longer be on the CDRPC Commission and congratulated and thanked John for his years of service to the Commission. John Graziano served as a Commissioner from 2002 -2011.


12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 18, 2012 at 8:30AM.

Adjournment

John Graziano made a motion to adjourn the meeting and Lucille McKnight seconded. The motion was approved unanimously.

Respectfully submitted,



James Shaughnessy
Secretary