

Albany CSO Pool Communities Corporation

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

Governance Committee Members: Richard Lyons, Bill Simcoe, Garry Nathan, Sean Ward, Mark
Hendricks

Governance Committee Meeting Thursday, May 11, 2017 10:00am

Committee Members Present:

Bill Simcoe – City of Albany
Garry Nathan – City of Cohoes
Mark Hendricks – City of Rensselaer

Also Present:

Mark Castiglione – CDRPC Staff
Martin Daley – CDRPC Staff
Donna Reinhart – CDRPC Staff
Jeremy Smith – City of Watervliet
Dave Dressel – City of Watervliet
Tim Murphy – Albany County Sewer District
Maggie Alix – Village of Green Island

I. Call to Order/Roll Call

Martin Daley called the meeting to order at 10:00AM

II. Reading and Approval of Minutes of January 23, 2017*

The Minutes of January 23, 2017 were distributed prior to the meeting and no changes were made.

Action Taken:

Bill Simcoe made a motion to approve the meeting minutes of January 23, 2017 and was seconded by Garry Nathan. Motion was approved unanimously.

III. Document Retention and Destruction Policy

In doing the audit for the Corporation, the auditors suggested having a Document Retention and Destruction Policy in place. Martin reached out to NYS Archives for guidance and put together a draft copy of the policy for the Committee to review. The Records Retention Policy Guidance "MI-1" does apply to the Local Development Corporation. Martin has confirmed counsel to make sure the policy applies to the Albany CSO Pool Communities Corporation and is appropriate for use used as the Organization's standard policy.

Martin informed the Committee that before disposing of any documents or records for the program, we would make sure to be in compliance with this policy. CDRPC also plans to adopt the MI-1 policy at the next Commission Board meeting on May 17th.

A few minor grammatical changes were suggested to the draft policy and Martin will make those changes before redistributing the final document.

Action Taken

Bill Simcoe made a motion to recommend to the full Board to accept the Document Retention and Destruction Policy as amended and Garry Nathan seconded. The motion was accepted unanimously.

IV. Real Property Disposition Policy

Martin prepared a draft Real Property Disposition Policy for the Committee to review. Currently the Corporation does not have any real property and does not plan to in the near future. However, it was suggested by the auditors to put this policy in place just in case.

Action Taken

Bill Simcoe made a motion to recommend to the full Board to accept the Real Property Disposition Policy and Mark Hendricks seconded. The motion was approved unanimously.

V. Adjournment

Garry Nathan made a motion to adjourn the meeting and Bill Simcoe seconded. The motion was approved unanimously. The meeting adjourned at 10:20am.