

COMMISSION MEETING

January 18, 2017
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

PRESENT: G. Michael Apostol, Willard Bruce, Michael Morelli, Kristin Swinton (via conference call), Judy Breselor, James Shaughnessy, Jacqueline Stellone, Jason Kemper (via conference call), Jack Murray (via conference call), Joe Landry, Barbara Mauro

ABSENT: Lucille McKnight, Stan Brownell, Michael Stammel, Fred Acunto, Philip Barrett, Paul Sausville, Don Ackerman, Nancy Casso, Gary Hughes

STAFF PRESENT: Mark Castiglione, Martin Daley, Todd Fabozzi, Andrew Gillcrist, Dan Harp, Magdy Hay, Donna Reinhart, Robyn Reynolds,

1. Welcome & Introductions

There were no guests in attendance at the meeting.

2. December 21, 2016 Meeting Minutes

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

3. Financial Statement through December 31, 2016

The financial statement represents activities through December 31, 2016. For the year, the revenues are at 98% and expenses are at 96%. There is \$39,011 cash in the bank and outstanding receivables totaling \$320,530. The outstanding receivables are larger than usual reflecting year end billings and the payment due to CDRPC for work associated with the Combined Sewer Overflow.

A final audited financial statement will be prepared and presented to the Commission in mid 2017.

4. CEDS Strategy Committee

CDRPC last updated the region's comprehensive economic development strategy (CEDS) in 2012 and it is now time for an update. In order to obtain input and guidance from the region's public and private stakeholders, CDRPC is in the process of forming a CEDS Strategy Committee. The primary role of the Strategy Committee is to advise the CDRPC Board and staff on the preparation of the CEDS.

Sean Maguire prepared a proposed CEDS Strategy Committee member list for the Board's consideration. The committee should include representatives from business, government and the non-profit community, with a majority representing the private sector. The update will take six to eight months.

5. Audit Services

The three year contract with UHY LLC to prepare an annual audit expired and has been extended on an annual basis. As a result, Mark is seeking Commission approval to send out a Request for Proposals (RFP) for auditing services for a three year period beginning with the fiscal year ending December 31, 2016.

6. Budget Amendment and Consultant Contract

The proposed budget amendment reduces the Salaries expense line by \$30,000 and increase the Consultant Services line by the same to reflect Debbie Rausch as a consultant and the engagement of a graphic design consultant. In Debbie's role as a consultant, she will continue to provide communications services as needed under a one year contract not to exceed \$25,000. Deliverables include a completed Communications Plan and a 50th Anniversary.

Mark is seeking Commission approval to enter into a contract with Debbie Rausch as a consultant under a one year contract not to exceed \$5,000 and to engage a graphic designer.

Action Taken

Jim Shaughnessy made a motion to approve the financial statement, approve the CEDS Update and Strategy Committee, authorize Mark to send out an RFP for auditing services, approve the proposed budget amendment and to authorize Mark to enter into an agreement with Debbie Rausch and to engage a graphic designer. Barbara Mauro seconded the motion. The motion was approved unanimously.

7. Transition Update and the Year Ahead

Mark made a presentation outlining the Commission's proposed activities during 2017 and gave an update to the transition plan that he discussed at the last meeting.

The presentation is available on our website.

8. LTCP CSO

With the close of 2016, eight Sewer District LTCP Projects have been completed and one is underway. Twenty-nine of the Pool Communities' LTCP projects have been completed and fifteen are underway. A total of 77 projects were included in the LTCP.

All of the required FY2016 year-end reports have been submitted to the State Authorities Budget Office. Staff continues to work with EFC to get vendor contracts approved by MWBE review and to have projects deemed as eligible for reimbursement. Albany is still waiting close on EFC financing.

9. Staff Activity Report

Mark went over the projects and programs the staff are working on in the Year Ahead presentation. The presentation can be found on our website.

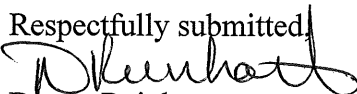
10. Other Business


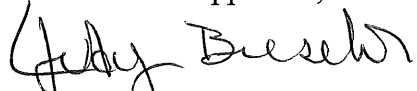
Barbara Mauro informed the Board that some school districts and school board members are starting the discussion of changing the start time of area high schools to a later time. The CASDA Study is a preliminary look at what school districts have to do in order to change start times in area high schools. Barbara inquired if this was something CDTC could get involved with in order to find out how a later start time would affect traffic patterns. Joe Landry informed the Board that CDTC does have a model to look at different scenarios of traffic and that Mike Franchini should be contacted to discuss further.

11. Next Meeting Date

The next CDRPC Commission meeting is scheduled for March 15, 2017 at 8:30am.

The meeting was adjourned by acclamation at 9:22am.

Respectfully submitted,

Donna Reinhart
Office Manager

Reviewed and approved, 

Judy Breseler
Chair