

COMMISSION MEETING

March 21, 2018

Hudson Valley TEC-Smart

345 Hermes Road, Ballston Spa, NY 12020

Present: Michael Apostol, Willard Bruce, Lucille McKnight, Kristin Swinton, Scott Bendett, Judy Breselor, Jacqueline Stellone, Joseph Grasso, Jason Kemper, Craig Warner, Lindsay Zepko, Don Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

Present Via

Video Conference: Scott Bendett, Michael Stammel

Absent: James Shaughnessy, Nancy Casso

Staff Present: Mark Castiglione, Martin Daley, Todd Fabozzi, Jill Falchi, Sean Maguire, Donna Reinhart, Robyn Reynolds

1. Welcome and Introductions

Ed Kinowski, Supervisor of Town of Stillwater, Chairman of the Saratoga County Board of Supervisors; Vince DeLucia, Supervisor of Malta; Clifton Park Town Board Member Amy Standaert; and Town of Clifton Park Green Committee member Joanne Kuhn were in attendance.

2. January 17, 2018 Meeting Minutes

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

Action Taken

Lucille McKnight made a motion to approve the meeting minutes and Don Ackerman seconded. The motion was approved unanimously.

3. Financial Statement through December 31, 2017

The financial statement represents activities through December 31, 2017. For the year, the revenues were at 97% and expenses were at 102%. The revenue reflects the final billings through the fourth quarter of 2017.

The Commission ended the year with a net operating deficit of \$97,788 reducing the Unreserved Fund Balance to \$331,977. A final audited financial statement will be presented at the May or July meeting.

Action Taken

Gary Hughes made a motion to approve the financial statement and Lucille McKnight seconded. The motion was approved unanimously.

4. Financial Statement through February 28, 2018

Through February, revenues are at 8% and expenses are at 15%. There is approximately \$138,103 cash in the bank not including amounts from NYSERDA CECP program and the CD. The outstanding receivables total \$119,572 which reflect the payment due to CDRPC for work associated with the Combined Sewer Overflow, NYSERDA and Schenectady County.

Action Taken

Judy Breselor made a motion to approve the financial statement and Jacqueline Stellone seconded. The motion was approved unanimously.

5. Paid Family Leave

New York State passed a law in 2017 making this benefit mandatory for private businesses and optional for agencies like CDRPC. It is funded through employee payroll deductions. Paid Family Leave provides job-protected, paid time off so employees can bond with a newly born, adopted or fostered child; care for a close relative with a serious health condition; or assist with family situations when a family member is deployed abroad on active military services.

Staff has expressed their willingness to pay for this benefit and requests the Commission to extend this benefit to staff. Mark suggested the Paid Family Leave policy be reviewed by the committee currently reviewing the Employee Handbook and Administrative Guidelines and presented to the Board for final adoption.

Action Taken

Lucille McKnight made a motion to accept the policy and authorize the Executive Director to work with the review committee to prepare appropriate policies to extend PFL benefits to CDRPC staff. Barbara Mauro seconded. The motion was approved unanimously.

6. Communications Plan

The Commission's FY 2016-2018 Strategic Plan identified the development of a communications plan as one of four "Strategic Initiatives." Deborah Sturm Rausch was engaged to help guide CDRPC through this process and develop the Communications Plan. The plan provides validation for the work that has been done and a roadmap of

strategies for the Commission to consider moving forward as staff continue to promote the role and value of the work and expand partnerships throughout the region.

Mark went over several activities that have already been implemented with the Board that resonate with actions in the plan.

Action Taken

Barbara Mauro made a motion to accept the Communications Plan and use as a guideline to improve communications and Gary Hughes seconded. The motion was approved unanimously.

7. Revenue Hours Tracking

At the last meeting, the board requested an update on the process being developed to track hours in order to stay on budget. Staff developed a spreadsheet that established staff time hour targets by grant program. The targets and hours assume full draw down of budgeted amounts.

Tim Canty also developed a tracking sheet to show how staff are tracking based on targets for grant program hours in the quarter. This real-time tracking allows for adjustments to be made to staff activities if a deficiency is identified and errors in timesheet reporting.

Mark will update the board on the process moving forward.

8. Clean Energy Communities Program Update Presentation

The Clean Energy Communities Program is a four-million-dollar, three-year, NYSERDA funded program to provide technical support to communities throughout the Eastern, Upstate NY Territory. The program began in June, 2016. The Territory includes the Capital, Mid-Hudson, Mohawk and Adirondack regions. The program contract is managed by CDRPC with subcontracts to Hudson Valley Regional Council, Adirondack North Country Association, Mohawk Valley Economic Development District, Climate Action Association and Courtney Strong, Inc.

Todd Fabozzi gave an update to the Board of all the work he and his team have been involved in through March, 2018. Clifton Park Town Board Member Amy Standaert; and Town of Clifton Park Green Committee member Joanne Kuhn shared their positive experiences working with CDRPC on this program.

9. LTCP CSO

Fifty one projects have been completed to date with another four projects set to begin this spring. The water quality improvements are noticeable, and trending in a positive

direction. There is still a significant amount of work ahead, including the “Beaver Creek Clean River Project” (“Big-C”), a satellite wet-weather treatment and screening facility planned for Albany. The City is currently starting the project, now at about 30% design, with local elected leaders soliciting feedback before a larger public roll-out of the project.

On March 2, CDRPC submitted to NYSDEC the APCs semi-annual report summarizing the period of LTCP work between 7/01/17 and 12/31/17. This report, like all previous status reports, is available on the CDRPC website.

10. Annual Report

Mark has been working on the draft annual report and plans to distribute to the Board via email for comments and input. The deadline for comments is May 1. The final is anticipated to be completed in July to be distributed to the Board along with 2019 proposed budget.

11. Other Business

CDRPC has received 6 applications for the Technical Assistance Program. Applications will be reviewed this week with CDTC.

There is a Community & Economic Development Workshop April 26, 2018 at HVCC TEC-Smart in Malta.

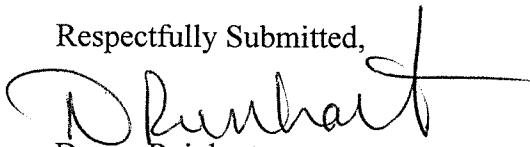
12. Next Meeting Date

The next CDRPC Commission meeting is scheduled for Wednesday, May 16, 2018 at 10:00am in Schenectady.

Adjournment

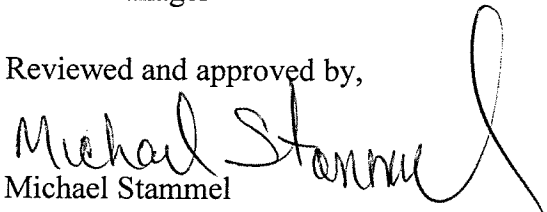
Lucille McKnight made a motion to adjourn the meeting and Gary Hughes seconded. The motion was approved unanimously.

Respectfully Submitted,



Donna Reinhart
Office Manager

Reviewed and approved by,



Michael Stammel
Secretary/Treasurer