

COMMISSION MEETING

May 17, 2017

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Bill Bruce, Mike Morelli, Kristin Swinton, Judy Breselor, James Shaugnessy, Jacqueline Stellone, Phil Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Joe Landry, Barbara Mauro

ABSENT: Michael Apostol, Lucille McKnight, Stan Brownell, Michael Stammel, Nancy Casso, Gary Hughes

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

1. **March 15, 2017 Meeting Notes; January 18, 2017 Meeting Minutes**

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

Action Taken

Don Ackerman made a motion to approve the January 18, 2017 meeting minutes and Jack Murray seconded. The motion was approved unanimously.

2. **Financial Statement through April 30, 2017**

The financial statement represents activities through April 30, 2017. For the first three months, revenues are at 25% and expenses are at 33%. There is approximately \$196,670 cash in the bank and outstanding receivables totaling \$253,244. The receivables total includes payment due to CDRPC from first quarter billings, the CSO corporation and NYSERDA.

First quarter invoices were sent to the appropriate billing agencies for the CDYCI, CSO Water Quality, and the UPWP work programs.

Action Taken

Barbara Mauro made a motion to approve the financial statement and Mike Morelli seconded. The motion was approved unanimously.

3. CEDS Strategy Committee

CDRPC has started the Comprehensive Economic Development Strategy. A strategy meeting was held May 16 as a live go to meeting event. There were about 12 people participating in the meeting both in person and online. The final strategy should be available for Board approval by the October Commission meeting.

4. Clean Energy Communities and Climate Smart Communities Program

The launch of the Clean Energy Communities was back in June, 2016 and the success of the program is a testament to Todd and Robyn's hard work and strategic approach to the program. To date, the nearly 40 communities have been engaged in our service region and more than 160 within the larger 28 county territory managed by CDRPC. Albany and Schenectady Counties as well as the Town of Bethlehem have secured up to \$600,000 in grant funds.

An additional \$110,000 - \$120,000 in funds will be added to our contract with NYSERDA under an environmental mitigation settlement secured by the Attorney General. It is expected that these additional funds will be used to expand the impact of the existing CECP over the next two years. In order to fulfill these additional obligations, we require an additional full time staff person which will be a grant funded position for two years.

CDRPC and NYSARC have been meeting with NYS DEC to develop a new Climate Smart Communities Program. It is likely a contract will be executed between NYS DEC and NYSARC in the next few months and a sub contract executed with CDRPC. A portion of the new full time staff person's time will be chargeable on this new program.

5. Proposed Revised 2017 Budget

As mentioned in the above *Clean Energy Communities and Climate Smart Communities Program*, CDRPC anticipates receiving an additional \$110,000 under the Clean Energy Communities Program grant with NYSERDA as well as the additional funding from the new Climate Smart Communities Program. An entry level planner position not to exceed an annual salary of \$45,000 will be created to fulfill the obligations of both programs.

The Salaries line item will be increased by \$22,500. This position will be tied to the availability of grant funds anticipated to end by the third contract year ending June 2019.

Action Taken

Jack Murray made a motion to amend the budget and Barbara Mauro seconded. The motion was approved unanimously.

6. 50th Anniversary Committee

Mark announced that the following Commissioners have volunteered to be on the committee: Barbara Mauro from Schenectady County, Bill Bruce from Albany County and Mike Stammel Rensselaer County. *(Note: Kristin Swinton subsequently joined the Committee)*

We have begun documenting some of the history of CDRPC over the past 50 years. A doctoral candidate from University at Albany will be conducting interviews with all the previous executive directors at CDRPC.

We are in the process of looking through our archives in the storage room including historic maps and data.

In addition, we have reserved October 5th for the 50th Anniversary celebration. Mark has also been in discussions with University Club to hold a speaker series on planning topics and growth in the capital region. Debbie Rausch will also be assisting in the planning of the 50th anniversary celebration. *(Note: the 50th Anniversary Celebration was subsequently scheduled for October 18th.)*

7. Audit Update/Bylaws Update

CDRPC has engaged Marvin & Co. to prepare the audit for fiscal years 2016-18. Preliminary field work began the week of May 1 and an audit presentation is expected at the July 19th meeting.

The A&F Committee is recommending CDRPC engage in a process to update the bylaws. CDRPC bylaws were last updated in February 2003. This update process will ensure that the board is fully in compliance with any governance requirements currently mandated. This process will also provide the opportunity to update how the Commission can conduct business and incorporate best practice policies.

CDRPC has engaged Harris Beach, the attorney for CDYCI to review the bylaws and provide edits and comments. Harris Beach prepared a memo to the A&F committee outlining and providing clarity on the legal foundation for CDRPC and making recommendations of things that need to be done in order to reconcile the four county agreement and edits to the current bylaws including policy matters. The memo was distributed to the A&F committee for review and comments.

Mark informed the Board that CDRPC is subject to Open Meetings Law, we are also subject to the requirements of in-person attendance for the purposes of a quorum. If a Commissioner is not able to attend in person, he/she can participate through video

conferencing. Mark will be seeking legal counsel once the bylaws are passed on whether phone conferencing can be accountable.

Also, Mark communicated the A&F Committees request that a poll be sent to the Commissioners to find out if there is a better day or time to hold the meetings in order to have more participation.

The draft amended bylaws will be approved by the A&F committee prior to being presented to the full board for adoption.

8. Adopt Records Retention General Schedule MI-1, Resolution 1 of 2017

Our storage room located at 1 Park Place has extensive archives including payroll records, healthcare information and financials going back to the 1970s. In order to comply with records retention obligations pursuant to Article 57-A of the Arts and Cultural Affairs Law, CDRPC needs to adopt the appropriate records retention policy before disposing of records.

Mark met with a representative from the NYS Archives and it was recommended CDRPC adopt the *Records Retention and Disposition Schedule MI-1* for miscellaneous units of local government. The full policy was given to the Board for review.

Action Taken

Don Ackerman made a motion to adopt the *Records Retention and Disposition Schedule MI-1* and Joe Landry seconded. The motion was approved unanimously.

9. Presentation: NYSERDA Clean Energy Community Program: Todd Fabozzi & Robyn Reynolds

As of May 5th, CDRPC has helped three communities in the Capital Region achieve Clean Energy Communities Designation – Albany County, Schenectady County and the Town of Bethlehem. As the first two large communities in the region, each county has received \$250,000 in project grants. The Town of Bethlehem, as the first small community, has received \$100,000. Fifteen communities have achieved designation with the Eastern Upstate NY Territory. We are currently providing technical assistance to over 30 communities in the Capital Region and more than 160 throughout the territory.

Todd Fabozzi and Robyn Reynolds gave a presentation to the Board outlining the program in detail.

10. LTCP CSO

The City of Albany closed on their share of EFC financing on March 16th. Staff is working with Albany and the remaining five CSO communities to develop financing applications for FY2018-FY2022, the next phase of the CSO program that will carry more significant project expenses, but also the opportunity for greater EFC funding support.

Several projects met Consent Order Notice to Milestones on or before April 1, demonstrating the communities' commitment to meeting the requirements of the Order on Consent.

The Green Infrastructure Credit Banking and In-Lieu-Fee Feasibility Study draft was completed and submitted to DEC. A first draft of the Green Infrastructure Technical Design Guidance Toolkit is ready for community review and comment.

11. Staff Activity Report

CDRPC held its first Grant Funding Workshop on April 12 at HVCC. The workshop featured eleven sessions on topics ranging from strategies to secure grants and navigating the CFA process. The workshop was a success with more than 100 people registered.

The Community Growth Profiles were released for 56 cities and towns in the four-county region.

The first CDRPC email newsletter was distributed in March. The newsletter will be a forum for communicating CDRPC activities, sharing successes and celebrating best practices.

CDRPC has begun sending email blasts featuring a particular data release and high level analysis of what the data means for the Capital District. The first email blast was sent in May and featured 2016 residential building permit data now available for each municipality.

CDRPC has developed a new draft brochure that will orient stakeholders to our variety of program areas and services. More program specific inserts have been developed which can be used with the main brochure or independently.

Sean Maguire was named to the 2017 Albany Business Review's 40 Under 40. Being named to the 40 Under 40 list is a well deserved recognition for the great work he has done and the role he plays in the regional economic development.

Using the new IMPLAN modeling software that Sean Maguire and Dan Harp have been recently trained in, CDRPC has provided five economic impact analysis to a few Industrial Development Agencies in the region.

12. Other Business

There was no other business at this time.

13. Next Commission Meeting

The next CDRPC meeting will be held at the Albany County Sewer District's North Plant in Menands at 10:00 am on July 19. After the meeting, a tour will be given of the facility.

Action Taken

Jack Murray made a motion to adjourn the meeting and Jacqueline Stellone seconded. The motion was approved unanimously.

Respectfully submitted,

Donna Reinhart
Office Manager

Reviewed and approved,



Jason Kemper
Vice Chair