**COMMISSION MEETING**

October 17, 2018

Capital District Regional Planning Commission

1 Park Place, Suite 102

Albany, NY 12205

**Present:** Willard Bruce, Lawrence Schillinger, Kristin Swinton, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stellone, Jason Kemper, Craig Warner, Lindsay Zepko, Don Ackerman, Barbara Mauro

**Absent:** Michael Apostol, Lucille McKnight, Scott Bendett, Joseph Grasso, Nancy Casso, Gary Hughes, Joe Landry

**Staff Present:** Mark Castiglione, Martin Daley, Tara Donadio, Todd Fabozzi, Jill Falchi, Sean Maguire, Donna Reinhart, Joshua Tocci

**1. Welcome and Introductions**

**2. July 18, 2018 Meeting Minutes**

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

**Action Taken**

Bill Bruce made a motion to approve the meeting minutes and Mike Stammel seconded. The motion was approved unanimously.

**3. Financial Statements through September 30, 2018**

The financial statements represent activities through September 30, 2018. The revenues are at 77% and the expenses are at 75%. There is approximately $69,070 cash in the bank not including amounts for the NYSERDA program and the CD. The outstanding receivables total $411,685. The receivables total includes payments from CSO, NYSERDA and Schenectady County.

Third quarter invoices are being processed and will be sent to the appropriate billing agencies for the CDYCI, CSO, Water Quality, NYSERDA and UPWP work program.

**Action Taken**

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

**4. 2017 Audit Acceptance**

The draft 2017 audit was presented to the Board at the July meeting by Marvin & Co. The audit noted certain recommendations to management that in the opinion of the auditors would result in better internal controls or operating efficiencies. At the last meeting, the Commission requested that Mark evaluate recommendations made related to the IT infrastructure. The items listed below are based on current best practices. The Commission should consider the cost/benefit of implementing these best practices in the future.

* New employees must now sign an acknowledgment of understanding when they receive CDRPC’s policy and procedures manual. The manual includes acceptable use policies. There is currently a committee reviewing and updating the Policy and Procedures Manual.
* There is no computer incident/data breach policy in place

-Northeast Network Solutions provides hardware monitoring and security through Sonic Wall. We will work with Northeast Network Solutions if a data breach is detected. Installation of a server cage is estimated between $500 - $1000 and will be evaluated in the development of the 2019 budget.

* The Commission does not have a mandatory information security and privacy training program for employees.

-CDRPC employees will be instructed to avail themselves of free cyber security trainings online. Trainings will be conducted annually and employee completion tracked by the Office Manager.

* There has been no vulnerability testing performed on the network by an outside entity.

-Northeast Network Solutions provides system monitoring and internet security is provided via Sonicwall. Sonicwall provides regular firmware updates to guard against new security risks and firewall protection. In addition, the platform monitors hardware for performance to avoid failure and automatically acquires the latest anti-virus software updates.

* There is no formal disaster recovery plan in place and data backups are stored on site and unencrypted.

-A true disaster recovery plan includes dealing with the recovery of business operations in the event of a disaster. If our office is not available or destroyed, we will continue to have access to email through Office 365 and access to operate and update cdrpc.org. Cloud backups of data on the server will cost an additional $2580 per year to ensure data is preserved in the event of a disaster. This additional expense will be evaluated within the development of the 2019 budget.

The Board suggested buying the additional could back up now instead of waiting until next year.

**Action Taken**

Kristin Swinton made a motion to amend the 2018 to include a pro-rated expense to secure a cloud back-up system and Judy Breselor seconded. The motion was approved unanimously.

Barbara Mauro made a motion to approve the 2017 audit and Mike Stammel seconded. The motion was approved unanimously.

**5. Appointment of Nominating Committee by Chair**

Mike Stammel, Bill Bruce and Craig Warner agreed to serve on the nominating committee for 2019 officers. The Committee will report back at the December meeting with the recommendations for 2018 officers**.**

**6. LTCP CSO Update and Contract Assignment**

Several projects are moving forward well above the Consent Order deadlines. The Albany County Water Purification District, Watervliet, Rensselaer and Green Island have completed their capital obligations for the program, however their financial obligations remain. The following projects were recently completed:

 -Hoosick Street Storm Sewer Extension, Troy

-Mariett Place Stormwater Storage, Albany

-Primary Sludge Degritting, RCSD

On September 1, CDRPC submitted to NYSDEC the APCs semi-annual report summarizing the period of LTCP work between 1/1/18 and 6/30/18. This report, like all status previous reports, is available on the CDRPC website.

The CSO Corporation has retained Grammercy Communications and Mannix Marketing to develop a Hudson River Water Quality Public Advisory program. This notification system will inform the public on the progress of the Albany Pool CSO LTCP Implementation and associated water quality improvements identified through the Post Construction Compliance Monitoring Program.

Prior to and during the execution of the Order, and the creation of the Corporation that CDRPC provides staff services to, CDRPC retained the services of several service providers to aid in the program implementation. The Environmental Facilities Corporation has informed the communities that in order for vendor costs to be disbursable, eligible for financing, that the service provider contracts must be directly between the Corporation and the vendors. EFC also requires certain language be incorporate3d into these contracts. The following vendors need new contract assignments:

-Fiscal Advisors and Marking

-Hodgson Russ

-Barton and Loguidice

-Albany Pool Joint Ventur Team (Extra Work Authorizations 7-11)

CDRPC’s corporation contract is up for renewal for 2019. The communities have executed the acknowledgement of consent and the President of the Corporation has executed the contract. It is ready for CDRPC to execute.

CDRPC revised an MOA between the Commission and the Communities, originally executed in 2013. This revised agreement included EFC required language and will enable the communities to draw down on funds incurred from this agreement

**Action Taken**

Mike Stammel made a motion to authorize CDRPC Executive Director to execute vendor contracts, CDRPC corporation renewal contract and revised MOA agreement and Don Ackerman seconded. The motion was approved unanimously.

**7. 604(b) Grant Application**

For many years, CDRPC has received funding from the DEC to fund water quality planning activities. While EPA awards 604(b) funds annually, DEC typically issues a Request for Applications (RFA) every 3-5 years and awards funds to multi-year projects. The term for the upcoming grant cycle is 2019-2023. The not to exceed amount is $60,000 annually for work under the program with a 10% match requirement.

**Action Taken**

Don Ackerman made a motion authorize the application to the 604(b) Program and Craig Warner seconded. The motion was approved unanimously.

**8. NYSERDA Grant Application**

Staff is working on putting together a grant application to NYSERDA for a Clean Heating and Cooling Communities Campaign. If awarded, CDRPC will conduct a three-year community-based outreach, education, and bulk procurement campaigns for clean heating and cooling (CH&C) technologies (ground and air source heat pump systems, and solar hot water systems). The campaign aims to increase education and consumer awareness of CH&C technologies, and identify campaign characteristics and approaches that are important for success and can potentially be replicated in other campaigns.

CDRPC will also work with Hudson Valley Community College and local CH&C technology experts to financially support a Geothermal Accredited Installer workforce training program. The program will utilize HVCC’s state-of-the-art Geo Lab facility at their TEC-SMART Center in Malta. Upon successful completion of the workshop and passing the IGSHPA installer’s exam, participants will be issued ISGHPA accreditation as an installer of GSHP systems.

Todd Fabozzi will serve as campaign director and Tara Donadio and Jill Falchi will coordinate and hold events, select installer contractors, undertake outreach and marketing initiatives, and coordinate volunteer activities.

The grant application is due October 30, 2018. CDRPC is seeking total grant amount of $100,000 in year one, with an additional $50,000 per year thereafter with an option to apply for additional funding as the program evolves. Board is requested to authorize the application.

Judy Breselor announced to the Board that she is currently on the Board at HVCC.

**Action Taken**

Craig Warner made a motion to authorize the application and Jacqueline Stellone seconded. The motion was approved unanimously.

**9. Sexual Harassment Prevention Policy and Training**

New York State passed a law that all employers must adopt and provide a sexual harassment prevention policy to all employees by October 9, 2018. Under the new law, every employer in NYS is required to establish a sexual harassment prevention policy and is required to provide employees with sexual harassment prevention training. Mark provided a model policy for review. Once the model policy and training protocol are adopted, the policy will be added to CDRPC Policy and Procedures Manual.

It was suggested that CDRPC insurance company may provide free training to staff on an annual basis for both staff and the Board. Mark will look into the free training.

CDRPC will schedule a Power Point presentation for staff and board members and will be conducted annually thereafter.

**Action Taken**

Judy Breselor made a motion to adopt the Sexual Harassment Prevention Policy and Training and Mike Stammel seconded. The motion was approved unanimously.

**10. Staff Activity Report**

Mark informed the Board that there is a Local Government Workshop scheduled for November 16, 2018 at Hudson Valley Community College. The sessions will feature topics of interest to elected officials, board members, clerks and treasurers, planning and zoning board members, public works and highway professionals, and code enforcement officers. Planning and Zoning Board members will receive credit towards their annual training requirements.

Mark announced to the Board that Sean Maguire is leaving CDRPC and has been named Vice President of Workforce Development and Community Education at SUNY Schenectady, leading its workforce development and community education division. Sean’s last day at CDRPC will be November 2, 2018.

Mark also announced that Donna Reinhart is leaving CDRPC and has taken a position at TRC Solutions in Clifton Park joining their Energy Efficiency team. Donna’s last day at CDRPC will be November 2, 2018.

**11. Other Business**

There was no other business at this time.

**12. Next CDRPC Meeting Date**

The next CDRPC Commission meeting is scheduled for Wednesday, December 19, 2018 at 10:00am. Location to be determined.

**Adjournment**

Mike Stammel made a motion to adjourn the meeting and Lindsay Zepko seconded. The motion was approved unanimously.

Respectfully submitted,

Donna Reinhart

Office Manager

Reviewed and approved by,

Michael Stammel

Secretary/Treasurer