

## COMMISISON MEETING

May 16, 2018

Schenectady County Community College, Center City Facility

433 State Street

Schenectady, NY 12305

**Present:** Michael Apostol, Kristin Swinton, Scott Bendett, Jacqueline Stellone, Joseph Grasso, Jason Kemper, Craig Warner, Lindsay Zepko, Don Ackerman, Gary Hughes, Barbara Mauro

**Absent:** Willard Bruce, Lucille McKnight, Judith Breselor, James Shaugnessy, Michael Stammel, Nancy Casso, Joe Landry

**Staff Present:** Mark Castiglione, Martin Daley, Todd Fabozzi, Jill Falchi, Dan Harp, Sean Maguire, Donna Reinhart

### 1. **Welcome and Introductions**

Dr. Steady H Moono, President, Schenectady County Community College was in attendance.

### 2. **Presentations**

Gary Hughes, Majority Leader, Schenectady County Legislature gave a PowerPoint presentation on the Economic Development Update, Schenectady Metroplex Development Authority.

### 3. **March 21, 2018 Meeting Minutes**

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

#### **Action Taken**

Barbara Mauro made a motion to approve the meeting minutes and Gary Hughes seconded. The motion was approved unanimously.

### 4. **Financial Statement through April 30, 2018**

The financial statement represents activities through April 30, 2018. For the first three months, revenues are at 33% and expenses are at 31%. There is approximately \$152,286 cash in the bank and outstanding receivables totaling \$230,402. The receivables total includes payments due to CDRPC from first quarter billings, the CSO Corporation and NYSERDA.

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

**Action Taken**

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

**5. Revenue Hours Tracking**

Staff developed a spreadsheet that established staff time hour targets by grant program. The targets and hours assume full draw down of budgeted amounts. The new tracking system worked well in the first quarter and staff is in the process of making tweaks so that it works better to track against annual 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.

**6. Appointment of CDRPC Member to CDTC Policy Board**

CDTC is the designated Metropolitan Planning Organization (MPO) for the Albany-Schenectady-Troy and Saratoga Springs metropolitan areas. CDTC's decision making body is the Policy Board. CDRPC Commissioner Michael Stammel represented CDRPC on that Board until he was elected Chairman of the Rensselaer County Legislature which also has a seat on the Policy Board. Mr. Stammel cannot serve as representative for both the Legislature and CDRPC which leaves a vacancy.

Mark is requesting Board action to appoint a member to the CDTC Policy Board. James Shaughnessy expressed interest in serving on the CDTC Policy Board.

**Action Taken**

Scott Bendett made a motion to appoint James Shaughnessy to the CDTC Policy Board and Joseph Grasso seconded. The motion was approved unanimously.

**7. Technical Assistance Program Projects**

CDRPC has partnered with CDTC to develop a new Technical Assistance Program intended to provide more direct services to communities and increase their capacity to advance projects.

The program received proposals from Town of Knox, Guilderland, Rotterdam, Niskayuna and Wilton and Schenectady County. CDRPC and CDTC staff reviewed the

six applications and evaluated them for eligibility and completeness. All six applications required additional clarification, and in most cases asked for more staff assistance than CDTC and CDRPC have resources for.

Staff evaluated the proposed scope of the request against the maximum hours available for each project and adjusted the scope accordingly. Staff also developed a work plan outlining general timelessness for each project.

Mark is requesting Board approval of the five projects to be added to the Technical Assistance Program.

**Action Taken**

Don Ackerman made a motion to approve the five projects and Joseph Grasso seconded. The motion was approved unanimously.

**8. Appointment of Sustainability Planner**

Robyn Reynolds, Senior Planner and Clean Energy Communities Outreach Coordinator recently accepted a Job with the City of Cohoes. To fill the position and manage this change, Mark suggests promoting Jill Falchi to Senior Planner and hiring a new Clean Energy Communities Coordinator/Sustainability Planner for the remainder of the funded contract term.

The A&F Committee has approved Jill's promotion and supports hiring a replacement for Robyn. Interviews were held and a candidate was identified. This candidate has been working as a Clean Energy Communities Coordinator elsewhere in the state and will require no training.

**Action Taken**

Gary Hughes made a motion to approve the new hire and Mike Apostol seconded. The motion was approved unanimously.

**9. LTCP CSO**

The largest project in the LTCP, the Beaver Creek Clean River Project (Big C) is in design. After careful analysis, the City of Albany has identified an optimal site for the facility and is seeing community input.

The Corporation has hired a marketing and Public Relations firm, Grammercy Communications to develop a website and printed materials to educate the public on the progress of the LTCP.

The credits program is still being finalized. A credit resolution mechanism has been developed that will bond the communities to the credit program and allow them to settle credits.

## **10. Capital District Youth Center – RTA Update**

### **Building Committee**

- SMRT was selected for architecture and engineering services
- A walkthrough of the facility was conducted with SCOC, OCFS, Albany County , Albany County Sheriff’s Office and SMRT on April 16
- The items the facility must have before October 1, 2018 to operate the 8 bed wing and 3 bed pod for females include: New detention grade locks, new furniture for Specialized Secure Detention common areas, sally port expansion and change door swing from in to out
- For any improvements or modifications related to the building or physical plant, the procurement process for Albany County must be followed.

### **Finance Committee**

- The committee is exploring three options for funding the facility expansion: CDYCI to finance, CDYCI-DASNY option, and Albany County to finance.

### **Operations & Oversight Committee**

- Policy and procedure development
- Albany County Sheriff’s office involvement with policies and decisions with facility security as co-administrator.

### **Education Committee**

- South Colonie has agreed to provide an additional teacher beginning September 2018
- South Colonie will entertain vocational training which can be facilitated in a classroom setting

## **11. Annual Report**

A copy of the draft annual report was sent to the Board before the meeting for review. Once adopted, the annual report will be sent to the counties with the annual budget.

### **Action Taken**

Craig Warner made a motion to accept the Annual Report and Gary Hughes seconded. The motion was approved unanimously.

**12. Other Business**

The Community and Economic Development workshop at HVCC TEC-SMART on April 26, 2018 was a success. Nearly 100 people attended the day-long workshop. The fall Local Government workshop will be held in October.

As of April 30<sup>th</sup>, eighteen communities in the Capital Region have achieved Clean Energy Communities Designation. Seventy-two communities have achieved designation with the Eastern Upstate NY Territory, which is managed by CDRPC. Staff is currently providing technical assistance to nearly 70 communities in the Capital Region and over 250 throughout the Territory.

The CDRPC Census Mapper has been updated with most recent American Community Survey data from 2012-2016. The Census Mapper is an easy to use online mapping application, which is designed to allow the public to visualize and export population and demographic attributes of the Capital Region.

The Green Infrastructure Audit Tool is now live via an online survey provider. A press release announced is formal launch on Earth Day. Staff is planning a webinar on May 17 to promote and encourage the use of these tools.

Sean Maguire attended the final session of the University of Oklahoma Economic Development Institute. He has been approved for the Certified Economic Developer (CEcD) exam and plans to take it in September in Atlanta.

**13. Other Business**

There was no other business at this time.

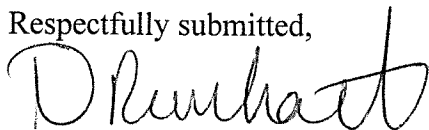
**14. Next CDRPC Meeting Date**

The next CDRPC Commission meeting is scheduled for Wednesday, July 18, 2018 at 10:00am. Location to be determined.

**Adjournment**

Don Ackerman made a motion to adjourn the meeting and Joseph Grasso seconded. The motion was approved unanimously.

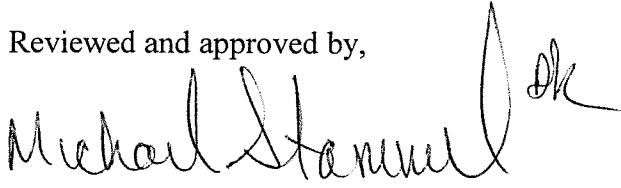
Respectfully submitted,



Donna Reinhart

Office Manager

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Michael Stammel", followed by a large, stylized flourish that resembles the letters "OK".

Michael Stammel  
Secretary/Treasurer