

## COMMISSION MEETING

January 17, 2018  
1 Park Place, Suite 102  
Albany, NY 12205

**PRESENT:** Michael Apostol, Willard Bruce, Kristin Swinton, Scott Bendett, Judy Breselor, James Shaughnessy (via conference call), Michael Stammel, Jacqueline Stellone, Joseph Grasso, Jason Kemper, Craig Warner, Lindsay Zepko, Don Ackerman, Gary Hughes (via conference call), Barbara Mauro (via conference call)

**ABSENT:** Lucille McKnight, Nancy Casso, Joe Landry

**STAFF PRESENT:** Mark Castiglione, Martin Daley, Todd Fabozzi, Jill Falchi, Sean Maguire, Donna Reinhart, Robyn Reynolds

### 1. Welcome and Introductions

New CDRPC Commissioners, Scott Bendett representing Rensselaer County, Joseph Grasso, Craig Warner and Lindsay Zepko representing Saratoga County were introduced.

### 2. October 18, 2017 Meeting Minutes

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

#### Action Taken

Don Ackerman made a motion to approve the October 18, 2017 meeting minutes and Jacqueline Stellone seconded. The motion was approved unanimously.

### 3. Proposed 2017 Budget Amendment

As discussed at the October meeting, the actual revenues were tracking under budget and certain expenses lines were also exceeding budget amounts. Revenues for all major grant funded programs have been running under budget for the entire year. The proposed budgeted amounts reflect the projected actual revenues based on this trend.

With additional investments in technology and software, Computer Supplies and Software are significantly overbudget. Conference Registrations line was also over budget, due to investments in trainings specific to Tableau data visualization platform and IMPLAN modeling software.

**Action Taken**

Gary Hughes (via conference call) made a motion to adopt the amended 2017 budget and Kristin Swinton seconded. The motion was approved unanimously.

**4. Report from Nominating Committee**

Barbara Mauro, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2018: Jason Kemper, Chair; Gary Hughes, First Vice Chair; Kristin Swinton, Second Vice Chair; and Michael Stammel, Secretary/Treasurer.

**Action Taken**

Bill Bruce made a motion to approve the 2018 slate of officers and Mike Apostol seconded. The motion was approved unanimously.

**5. Proposed 2018 Budget**

Mark went over the highlights of the 2018 proposed budget. Overall, the 2018 budget is .4% more than the 2017 budget.

**Action Taken**

Mike Stammel made a motion to approve the 2018 budget and Bill Bruce seconded. The motion was approved unanimously.

**6. Financial Statements through December 31, 2017**

The financial statement represents activities through December 31, 2017. For the year, the revenues were at 82% and expenses were at 98%. There is approximately \$65,650 cash in the bank including amounts for the NYSERDA program and the CD and outstanding receivables totaling \$288,560. The receivables reflect payments due to CDRPC through the fourth quarter. A final audited financial statement will be prepared and presented to the Commission in mid 2018.

The expenses reflect the rent paid in full for 2017, employee health insurance and the NYS Retirement bill in the amount of \$86,800.

**Action Taken**

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

## 7. **Proposed 2018 Meeting Schedule**

A list of the proposed dates for the 2018 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 10:00am.

Mark discussed the idea of eliminating one of the meetings with the A&F Committee. It was suggested to keep five meetings spread throughout the year without a large gap between meetings. Mark will put together an alternative meeting schedule and email the Board for discussion.

### **Action Taken**

Mike Stammel made a motion to approve the 2018 meeting schedule as proposed and discuss possible changes at a later date and Bill Bruce seconded. The motion was approved unanimously.

## 8. **Comprehensive Economic Development Strategy**

CDRPC last updated the region's Comprehensive Economic Development Strategy (CEDS) in 2012 and it now time for an update of the 5-year plan.

CDRPC convened a CEDS Strategy Committee to obtain input and guidance from the region's public and private stakeholders. The Committee reviewed regional data; developed a list of regional strengths, opportunities, weaknesses, and challenges; reviewed and revised the goals and objectives for the strategy; and provided information to help develop the region's priority project list.

A draft report was distributed to the Board in December for comment. There is a 30-day public comment period that began in December. Staff is requesting board action to accept our regional CEDS Plan.

Jacqueline Stellone expressed concerns with the list of threats on page 34 of the plan. Jacqueline would like the wording of the first threat, *Direction of the federal government, policies in the Trump administration* be changed to *Uncertainty related to Economic Development Administration resources at the federal level*. Sean Maguire will make that change to the CEDS plan.

### **Action Taken**

Mike Stammel made a motion to accept and approve the CEDS Plan as amended and Jacqueline Stellone seconded. The motion was approved unanimously.

## **9. Bylaws Adoption**

A red lined version of the proposed amended bylaws and a memo from counsel, Bob Ryan were sent to the board for review prior to the meeting.

Once in place, there will be new actions to consider such as members will need to be present in person or via video conferencing in order to vote during any board meetings. The officers structure will be updated to conform with the positions identified in the four-county agreement – Chair, First Vice Chair, Second Vice Chair and Secretary/Treasurer.

### **Action Taken**

Judy Breselor made a motion to adopt the amended bylaws and Mike Stammel seconded. The motion was approved unanimously.

## **10. LTCP CSO**

Martin Daley informed the Board that the CSO program has been making great progress. The Pool Communities were awarded over \$15 million in CFA grant money which benefit all six communities.

Several projects met Consent Order Construction Completion Milestones in the past three months. The consultant team estimates that to date more than 250MGD of annual CSO volume has been removed; a 15.5% flow reduction volume for a typical year of precipitation.

The Communities closed out FY2017 and the year end audit has been completed.

## **11. Appointments to the Capital District Youth Center, Inc. Board**

Mike Morelli representing Albany County and Stan Brownell representing Rensselaer County have resigned from CDRPC board effective December 31, 2017, which means they will both be leaving CDYCI Board as well.

Previously, Fred Acunto representing Saratoga County resigned from CDRPC effective December 31, 2016, leaving 3 vacancies on CDYCI Board. Commission action is requested to appoint a Commissioner from Albany, Rensselaer and Saratoga Counties to serve on the CDYCI Board.

### **Action Taken**

Don Ackerman made a motion to appoint Kristin Swinton from Albany County, Scott Bendett from Rensselaer County and Craig Warner from Saratoga County to serve on CDYCI Board. Bill Bruce seconded the motion. The motion was approved unanimously.

**12. Resolution Recognizing Stan Brownell**

Stan Brownell was appointed to the CDRPC Commission in 2001 by the Rensselaer County Legislature and has served on the Capital District Youth Center, Inc Board since 2011. Stan served as an officer of the Commission numerous times and was elected Chairman of CDRPC in 2005.

Stan has resigned from both CDRPC and CDYCI boards as of December 31, 2017. Commission action is requested to adopt a proclamation commending Stan Brownell for his distinguished service to CDRPC.

**Action Taken**

Judy Breselor made a motion to adopt the proclamation and Mike Stammel seconded. The motion was approved unanimously.

**13. Year in Review**

Mark gave a presentation outlining the Commission's activities during 2017 as well as ongoing projects the staff is involved in. A copy of the presentation will be emailed to the Board.

**14. Executive Session**

**Action Taken**

Jason Kemper made a motion to enter into Executive Session and Judy Breselor seconded. The motion was approved unanimously.

Mike Apostol made a motion to come out of Executive Session and Mike Stammel seconded. The motion was approved unanimously.

**15. Other Business**

**Action Taken**

Mike Stammel made a motion to approve a 2% salary increase to the Executive Director and Don Ackerman seconded. The motion was approved unanimously.

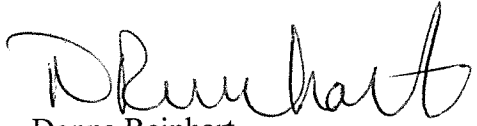
**16. Next Meeting Date**

The next CDRPC Commission meeting is scheduled for March 21, 2018 at 10:00am.

**Adjournment**

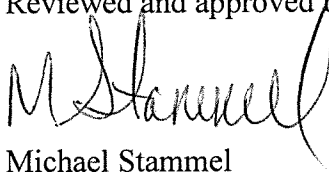
Mike Apostol made a motion to adjourn the meeting and Mike Stammel seconded. The motion was approved unanimously.

Respectfully submitted,



Donna Reinhart  
Office Manager

Reviewed and approved by,



Michael Stammel  
Secretary/Treasurer