

# ALBANY CSO POOL COMMUNITIES CORPORATION

C/O Capital District Regional Planning Commission  
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www.cdrpc.org

## Minutes of Board of Directors Meeting

Thursday, January 10, 2019

10:00am

### Board Members Present:

Bill Simcoe – City of Albany  
Tom Dufresne – City of Albany  
Sean Ward – Village of Green Island  
Jeremy Smith – City of Watervliet  
Chris Wheland – City of Troy  
Mark Hendricks – City of Rensselaer  
Garry Nathan – City of Cohoes  
Gerry Moscinski – Rensselaer County Sewer District

### Also Present:

Martin Daley – CDRPC Staff  
Mark Castiglione – CDRPC Staff  
Joshua Tocci – CDRPC Staff  
Tom White – CDRPC Staff

### I. Call to Order/Roll Call

Bill Simcoe called the meeting to order at 10:00am.

### II. Reading and Approval of Minutes of December 13, 2018

The minutes were distributed before the meeting. No changes were made.

### Action Taken

Chris Wheland made a motion to approve and accept the minutes and Mark Hendricks seconded. The motion was approved unanimously.

### III. Appointment of Designees and Alternates from the City of Rensselaer

Due to the unfortunate passing of Rensselaer Mayor Dwyer, the Chair of the City Council Richard Mooney has assumed mayoral duties. This triggers the need for re-designation of the city designee and alternate. Mayor Mooney sent a letter designating William Smart and Mark Hendricks as an alternate.

**Action Taken**

Sean Ward motioned to appoint the City of Rensselaer William Smart and Mark Hendricks as an alternate. Chris Wheland seconded. Mark Hendricks abstained. The motion is passed unanimously.

**IV. Report from the Governance Committee**

Martin gave an overview of the Governance Committee's review of the revised Discrimination and Harassment Policy as well as the Sexual Harassment policy. The Governance Committee recommended the board adopt the Discrimination and Harassment Policy and the Sexual Harassment Policy.

**a. Discrimination and Harassment Policy**

A standalone Sexual Harassment policy was drafted and references to Sexual Harassment were removed from the Discrimination and Harassment Policy

**Action Taken**

Sean Ward motioned to adopt the Discrimination and Harassment policy. Garry Nathan seconded the motion. The motion passed unanimously.

**b. Sexual Harassment Policy**

A standalone corporation Sexual Harassment, based upon the New York State template policy, was drafted. The Governance Committee recommended the board adopt the policy.

**Action Taken**

Sean Ward motioned to adopt the Sexual Harassment policy and Garry Nathan seconded. The motion passed unanimously.

**V. Financial Report as of 12/31/18**

Tom White gave an overview of the Corporation's finances for the beginning of the new year. As it is still early in the new year, there has not been much significant financial activity.

**Action Taken**

Jeremy Smith motioned to accept the Financial Report, and Sean Ward seconded the motion. The motion passed unanimously.

**VI. Vendor Invoices**

The corporation has received two invoices in January from West & Co. and Hodgson & Russ. West and Co. sends out invoices at the beginning of their audits. A second invoice will be submitted covering the second ½ of audit costs. Hodgson & Russ' invoice was for their time and effort helping to craft IMA mechanism.

**Action Taken**

Sean Ward motioned to authorize payment of the invoices when funds become available. Tom Dufresne seconded. The motion passed unanimously.

**VII. Asset Management Plan**

Technical staff and Bill Simcoe will attend the quarterly CSO meeting at DEC later today. Among the agenda topics are project updates and further discussion on Asset Management Plans versus Asset Management Programs.

Draft responses to DEC's comments here almost complete.

**VIII. Project Updates**

Bill Simcoe provided an update on some of the City of Albany's projects. A discussion was had about the possible need for SEQR to type 1 coordinated review.

**IX. Other Business**

Mark Castiglione provided and an overview of how fringe and indirect rates are applied per CDRPC policy. CDRPC applies a blended fringe rate for all employees.

The LTCP Project was nominated for and received the Erastus Corning 2<sup>nd</sup> Award for Intermunicipal Cooperation at CDRPC's Local Government Workshop. The work of the Corporation and the project overall was awarded for its excellent work over the years and the innovative cooperation the group has displayed throughout the project's life.

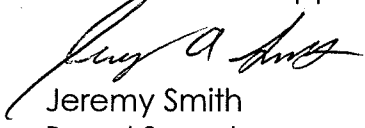
**X. Adjournment**

Jeremy Smith made a motion to adjourn the meeting and Chris Wheland seconded. The motion was approved unanimously.

Respectfully submitted,

Joshua Tocci  
CDRPC Intern

Reviewed and approved by

A handwritten signature in black ink, appearing to read "Jeremy Smith", written in a cursive style.

Jeremy Smith  
Board Secretary