

## COMMISSION MEETING

January 16, 2019

Capital District Regional Planning Commission

1 Park Place, Suite 102

Albany, NY 12205

**Present:** Lucille McKnight, Judy Breselor, Jacqueline Stellone, Michael Stammel, ,  
Joseph Grasso, Scott Bendett, Kristin Swinton, Donald Ackerman, Joseph Landry,  
Willard Bruce, Lawrence Schillinger, Barbara Mauro,

**Present via GotoMeeting:** Craig Warner

**Absent:** , Jim Shaughnessy, Nancy Casso. Gary Hughes, Michael Apostol, Jason Kemper

**Staff Present:** Mark Castiglione, Martin Daley, Tara Donadio, Todd Fabozzi, Jill Falchi,  
Joshua Tocci, Amy Weinstock

### 1. Welcome and Introductions

Chairman Joe Landry called the meeting to order at 10:05am. Chairman Landry and Mark Castiglione welcomed the Board Members. Mark discussed where they were in the hiring process of a new Planning and Economic Development Program Manager. They currently would like to offer the position to a candidate tomorrow. Rather than waiting until the next meeting to approve the hire, the Administrative and Financial Committee was requesting that the board delegate the authority to approve the new hire to the committee .

Michael Stammel made a motion to delegate the Administrative and Financial Committee to be the body to approve the hire of the new Planning and Economic Development Program Manager. Judy Breselor seconded. The motion was approved unanimously.

### 2. December 19, 2018 Meeting Minutes

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

#### Action Taken

Donald Ackerman made a motion to approve the meeting minutes and Kristin Swinton seconded. The motion was approved unanimously.

### 3. **Financial Statements through December 31, 2018**

Mark indicated that diligent billable hours tracking helped the commission stay in the black.

- For the year, the revenues are at 98% while expenses are at 92%. The revenue reflects the billings amounts through the fourth quarter of 2018 with an estimated amount for the NYSERDA monthly billing. There will be some additional line item adjustments to reflect expenses incurred in 2018 for bills received but not yet processed at the time of this report or for revenue adjustments. It is anticipated that the year will end with a net operating income of approximately \$65,475. A final audited financial statement will be prepared and presented to the Commission in mid 2019.
- Fourth Quarter invoices for work completed in October -December are prepared for billing in January. Rent, excluding utility costs and employee health insurance have been fully paid for 2018. The NYS retirement bill due in February was fully paid in December in the amount of \$70,791.
- On December 31st we had \$123,612 cash in the bank not including amounts for the NYSERDA program and the CD. The outstanding receivables total \$245,059. The receivables total includes payment due to CDRPC from school districts, CSO, EDA, DOT, NYSERDA, CDYCI, DEC. The CD balance is \$50,271.

#### **Action Taken**

Lucille McKnight made a motion to approve the financial statement and Kristin Swinton seconded. The motion was approved unanimously.

### 4. **Revised Administrative Guidelines**

After undertaking the huge endeavor of changing the guidelines, the revised Administrative Guidelines handbook was provided to the Board.

The most substantive additional edit recommended by counsel was to adopt the state's model sexual harassment prevention policy verbatim and include it as an appendix.

**The following is a summary of the other substantive changes to the Guidelines.**

- Revised section numbering system.
- 2.5 Adds "harassment" to the Internal discrimination Complaint procedure.
- 4.1 Now allows employees to use vacation time during their probationary period
- 5.4 Updates salary adjustment process to reflect current practice of merit. In addition, updates section on longevity increases making them payments which do not impact base salary.
- 6.3 Adds the option for alternative work week schedules subject to the approval of the Executive Director

- 6.5 Clarifies that staff do not have to use vacation time for professional development activities and also states that compensatory time will not be accrued during such activities.
- 7.3 States the ED may extend sick leave credits to those who have exhausted accruals due to illness.
- 7.5 Adds Paid Family Leave section pending the purchase of employee-funded insurance for the program.
- 7.8 Updates jury and Witness leave section to comply with legal obligations.
- 7.10 Adds bereavement leave which was previous an eligible category under sick
- 8.1 Updates maternity leave section to jive with FMLA and Paid Family Leave sections.
- 8.2 Updates active duty leave to comply with federal laws
- 9.1 For employees starting after Jan. 1 2019, a 15% contribution to health benefits will be required and payouts for employees on a spouse's plan are capped at \$5000. Payouts for employees hired before January 1, 2019 would be capped at the 2018 rate of \$6595.
- 9.7 Updates continuing education reimbursement from \$300/ year to 50% of tuition costs up to \$1000 per year.
- 9.8 Increases reimbursement for professional memberships from \$200 to \$300
- 10.1 Adds Employee Code of Ethics
- 13.2 Adds Internet Access and E-Mail Policy Agreement

## 5. Year in Review

There have been upgrades to the CDRPC website as well as other social enhancements made to make Community Outreach a big priority. Any “dead” links are being kept on the website for now for information purposes. If someone tries to use the link they will let us know it is “dead”, and we will know that it is a useful tool. We also have an updated office server as well as our data being backed up on the cloud now.

### **Clean Energy Communities Program: (CEC)**

There are currently 28 Counties under the Clean Energy Communities Program (in partnership with NYSERDA). There have been a \$2.3 million dollars in match free grants given. (more detailed information in packet attached) 300 Communities are engaged in the program and the vast majority are municipalities. The DEC is in talks with the CEC program as well.

- There is also 3 year \$50,00 / year grant for the Clean Heating and Cooling Program. The goal is to reduce greenhouse gas emissions and help individuals sign up for the program, consult installers and get the required heat pump air to

ground installs. The money from the first year is hoped to help subsidize funding for Workforce training of HVAC installers, and promotion of the solarized model.

### **Combined Sewer Overflow: (CSO)**

There have been \$10 million dollars of CSO Credits settled between 6 Albany Pool Communities, including \$2 million in program expenses settled during FY2018.

- 12 CSO Corporation Meetings. 8 CSO Contracts have been revised and assigned in effort to make eligible for EFC financing and grant funding. 1 CSO project kicked off (Hudson River Water Quality Public Advisory), with 2 projects having Plan and Spec submitted to DEC. In addition, 1 CSO project began final design (Beaver Creek Clean River Project), 4 CSO projects began construction and 2 CSO projects were completed.
- 48 meetings attended for Stormwater Coalitions and Water Quality Coordinating Committees. There have been sales of discounted Rain Barrels. Currently, 21 have been sold, with 5 presentations being offered to Neighborhood Associations on Rain Barrels usages.
- The Saratoga Springs and Ballston Spa counties have both taken the GI Code Audit tool. One 2019-2022 604B grant application has submitted.

### **Capital District Youth Center (CDYCI)**

Revised County Agreements have been sent out. Thank you to Lucille McKnight for assisting with the Albany County agreements and funding, and thank you to Barbara Mauro for her efforts as Chair over the past two years.

- Certification and operation of new Specialized Secure Detention facility for older youth. 17 year olds will be accepted now as well.
- Cost share structure for new equipment and CDYCI RTA implementation costs was discussed. According to OCSF CDYCI is not the entity of the counties, and is a non-profit organization. Also, according to the OCSF, CDYCI cannot bill outside Counties whose children are sent to SDD. The costs are 100% reimbursable, but only through the 4 counties involved in CDYCI. CDYCI will not be able to give their own rates, and can no lower out of pocket expenses by charging additional fees. However, OCSF has not provided CDYCI with the rates they can charge as of yet. In order to expedite the OCSF and possibly assist with bringing awareness about the obstruction of Regional Work at this level to the public, a few suggestions were made. One was perhaps contacting the Times Union and other media outlets to explain the success of the CDRPC / CDYCI programs, and how these are being obstructed while we wait for OCSF. While it was acknowledged that there are a few people who are assisting and understand

the current situation, that may be a way of subtly letting the Governor's office and public know our concerns. However, before anything is done, all the information needs to be accurate and the Board needs to approve a course of action.

- Concept Designs for facility improvement and expansion were discussed and a chart provided of the expansions. Bill A10756A/S8808 related to DASNY Services was also discussed.

### **Economic Development District and Data Services**

New Comprehensive Economic Development Strategy (CEDS) is a new development intended on pipe lining Federal Funding for high need census tracts, with new data sharing tools. There is a Census Mapper Tutorial Video that is very useful in assisting the redistricting process for the 2020 census. Todd discussed the FTZ Marketing Awards as well.

- Quarterly Data News/ Capital District Data provides online, timely publications involving this program.
- Economic Impact Analysis Program: Adirondack Aquatics Center, Malta; American Theatre, Troy; Clinton Sq., Albany; Liberty Park Dev., Albany; HVCC Start Up NY Pipeline, Troy; Morris Place, Albany; Stephen and Harriet Myers Residence, Albany; Sandidge Way, Albany; Saratoga Sports Project, Saratoga; Swinburne Park, Albany; UAlbany are all participants.

### **6. Other Business**

2019 has numerous programs on the horizon.

- Mark thanked the entire team for their extended workloads with the departure of number members of the staff last year. They held a successful Local Government Workshop conference as well as other events throughout the year.
- Welcome to Amy Weinstock as Office Manager. She started 1/2/2019.
- Due to the Government Shutdown, grant information, economic development district websites and other websites used by our organization are inaccessible.
- A suggestion was made that on our website, perhaps a glossary of acronyms be provided somewhere. There are many to keep track of.
- At the last Board meeting, executive session was not entered and no discussion about the Executive Director's salary was had.

Lucille McKnight made a motion to enter executive session to discuss personnel matters and Kristin Swinton seconded it. The motion was approved unanimously.

Upon exit of executive session, Joe Landry made a motion to raise the salary of the Executive Director by 2% and Judy Bresselor seconded it. The motion was approved unanimously.

- There was a brief discussion on the public visibility of Mark as Executive Director. The hope is that he can begin attending more conferences and showing his face at more community events.

**7. Next Commission Meeting Date: March 20, 2019, 10am**

The next CDRPC Commission meeting is scheduled for Wednesday, March 20, 2019 at 10:00am at CDRPC.

**Adjournment**

Willard Bruce made a motion to adjourn the meeting and Lucille McKnight seconded. The motion was approved unanimously.

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by,

Craig Warner  
Secretary/Treasurer