**COMMITTION MEETING**

December 21, 2016, 8:30am

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

**PRESENT:** G. Michael Apostol, Willard Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Michael Stammel, Jason Kemper, Paul Sausville, Gary Hughes, Barbara Mauro

**ABSENT:** Jacqueline Stellone, Fred Acunto, Philip Barrett, Don Ackerman, Nancy Casso, Joe Landry, John Murray

**STAFF PRESENT:** Mark Castiglione, Martin Daley, Todd Fabozzi, Rocky Ferrraro, Dan Harp, Madgy Hay, Debbie Raush, Robyn Reynolds, Donna Reinhart, Andrew Gillchrist

**1. Welcome & Introductions**

 There were no guests in attendance at the meeting.

**2. October 19, 2016 Meeting Minutes**

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

 **Action Taken**

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

**3. Resolution to Update Bank Account Signatory**

A resolution was prepared designating Mark Castiglione, CDRPC Executive Director as a signatory on all CDRPC’s bank accounts. Mark is replacing Rocky as signatory on all bank accounts.

**Action Taken**

Gary Hughes made a motion to approve the resolution and Judy Breselor seconded. The motion was approved unanimously.

**4. Financial Statement through November 30, 2016**

Mark informed the Board of a few errors on the financial statement. The first one was on Memo #16-30, the sentence “*The revenues do not reflect work completed during October and November for contracts that are billed monthly or quarterly*” should read “*The revenues do not reflect work completed during November for contracts that are billed monthly or quarterly.”* On the Balance sheet as noted on November 30th under Assets, the $79,760 should be changed to $63,165 to reflect the total minus the NYSERDA and CD line. The vendor line item is not be included because that money is going to sub-contractors.

The financial statement represents activities through November 30, 2016. Through the first eleven months, revenues are at 81% and expenses are at 88%. There is approximately $63,165 cash in the bank and outstanding receivables totaling $313,953. The receivables reflect the payment due to CDRPC through the third quarter.

The expenses reflect the rent paid in full for 2016, employee health insurance and the NYS Retirement bill in the amount of $51,511. The increase in the Miscellaneous expense reflects expenses for Rocky’s retirement party.

**Action Taken**

Gary Hughes made a motion to approve the financial statement as amended by Mark Castiglione and Mike Stammel seconded. The motion was approved unanimously.

**5. Report from Nominating Committee**

Bill Bruce, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2017: Judy Breselor, Chair; Jason Kemper, Vice Chair; Gary Hughes, Secretary; and Kristin Swinton, Treasurer.

**Action Taken**

Mike Morelli made a motion to approve the 2017 slate of officers and Jim Shaughnessy seconded. The motion was approved unanimously.

**6. Proposed 2017 Budget**

 Mark went over the highlights of the 2017 proposed budget.

The proposed county dues will remain the same for 2017. Each county’s assessment reflects its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967.

The NYSERDA Clean Energy Communities Program started in June will be in its first full year of operation in 2017. In July, the estimated 2017 revenue was $190,000. Based on further analysis and projections, there will be additional revenue for 2017 estimated to be $300,000 to CDRPC exclusive of any consultant fees.

CDRPC will continue to serve as the project manager on behalf of the Inter-Municipal Corporation created by the Albany Pool Communities.

The Economic Development Administration (EDA) contract is for the period July 1, 2016 through June 30, 2017. We anticipate receiving a similar amount beginning July 1, 2017.

The Water Quality program and the Transportation Planning program are projected to remain the same based on current contracts beginning April 1, 2017.

CDRPC secured a $30,000 two-year grant from NYS DOS to assist communities outside the Albany Pool to evaluate their land use codes and utilize the tool kit to manage storm water applying green solutions in their communities. 100% of the grant money is allocated for consultant services.

For consultant services, fifty eight percent of the expenses are reimbursable. The work supports our online interactive Census Mapper program, the Green Infrastructure related activities with the CSO program, maintenance support services associated with our web site, our 2017 audit and graphic design services related to implementing strategic plan objectives.

The Rent expenses have been reduced since the 2016 Rent line included the one-time expense of building a new office.

Travel expenses increased to reflect anticipated additional travel associated with the Clean Energy Communities Program, staff attendance at Foreign Trade Zone and economic development conferences.

It is projected that 2017, will end with a significant surplus. A future budget amendment may be requested to allocate a portion of the surplus to hire additional staff, pending further analysis of the Commission’s capacity to fulfill current obligations. The Unreserved Fund Balance is approximately $434,000.

**Action Taken**

Gary Hughes made a motion to approve the proposed 2017 budget and Stan Brownell seconded. The motion was approved unanimously.

**7. Proposed 2017 Meeting Schedule**

 A list of the proposed dates for the 2017 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

 **Action Taken**

Gary Hughes made a motion to approve the proposed 2017 meeting schedule and Stan Brownell seconded. The motion was approved unanimously.

**8. Transition Plan**

Mark went over his Transition Plan with the Board. The purpose of the transition plan is to let the Board know what to expect in the next 90 days.

Highlights of the plan that Mark went over with the Board were;

* Listening and learning from staff, partners, Board and funders
* Complete hand off document

The handoff document includes current project status, funding source, milestones and deadlines, and key partners

* Administration

Including budget, internal controls, accounting, reporting & tracking

* IT and Communication

Includes preparing a staff calendar, networked office, online events management and planning CDRPC 50th anniversary

Mark will use the transition plan as a management tool for his first year as Executive Director at CDRPC.

**9. LTCP CSO Update**

September 30, 2016 marked the end of the first official year for the Albany CSO Pool Communities Corporation. The Corporation’s first ever financial audit was a clean audit with no comments. This result is a testament of Martin’s management and Magdy’s work creating the accounting protocols and preparing the Corporation’s year-end financials.

Six completed project plans were submitted to the DEC in the last three months of LTCP implementation.

* Middle Vliet Street Sewer Separation in Cohoes
* Mariette Place Stormwater Storage Facility in Albany
* 18th St and Ave. A Weir Improvement and Improvements at Five Regulators in Watervliet
* Primary Sludge Degritting for the Rensselaer County Sewer District
* Swan St. and Hamilton St. Regulator Improvements in Green Island
* Improvements at up to eleven regulators in Cohoes

CDRPC has executed a one-year contract with the CSO Pool Communities Corporation to continue project management services.

Albany is scheduled to close on EFC financing by the end of December. Staff and the project’s technical team have been working with EFC to make sure contract requirements, Minority and Women Owned Business Utilization Plans, and wage rates for construction are met for all EFC-financed projects.

The Green Infrastructure Model Code Report has been submitted. The Green Infrastructure Credit Banking and In-Lieu-Fee Feasibility Study is close to completion. This feasibility study examines the potential of stormwater credits, in much the same way wetland mitigation is performed. This project is supported by a grant from the DEC Hudson River Estuary Program.

**10. Staff Activity Report**

Staff continue to manage and implement the Clean Energy Community Program, which is funded by NYSERDA. The program covers a territory that includes four Regional Economic Development Council regions stretching from New York City to the Canadian border. Staff has done an extensive amount of outreach and a number of meetings have been held with communities in the Capital Region to implement the program. There are 23 communities actively working in the CEC program and staff is planning to get 10 more.

Sean Maguire secured a grant from National Grid for approximately 50% of the first year costs of the IMPLAN program, including travel and training expenses. IMPLAN online is being used as a replacement to the discontinued RIMS-II model for conducting economic impact analysis. An analysis of Skidmore College has been completed as the first project using this new model. Sean attended a three day training on the IMPLAN program in early December.

School enrollment projections for Shenendehowa and Bethlehem have been completed and Averill Park and Ballston Spa are underway. The November/December issue of Capital District Data is currently being assembled and will explore the recently released ACS and compare various regional indicators between the 2005-09 and 2011-14 ACS.

Rocky took a moment to thank the Commissioners for their support over the years he has been Executive Director and he also thanked the staff for their hard work as well. Rocky’s last day at CDRPC is December 23rd. Rocky will continue to teach at UAlbany and Chair the Clifton Park Planning Board during his retirement.

**11. Other Business**

 There was no other business at this time.

**12. Next Meeting Date**

 The next CDRPC Commission meeting is scheduled for January 18, 2017 at 8:30am.

 **Adjournment**

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

Respectfully submitted,

Jason Kemper

Secretary