**COMMISSION MEETING**

October 19, 2016

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

**PRESENT:** Willard Bruce, Lucille McKnight, Michael Morelli, Judy Breselor, Jacqueline Stellone, Fred Acunto, John Murray, Paul Sausville, Don Ackerman, Joe Landry, Barbara Mauro

**ABSENT:** Michael Apostol, Kristin Swinton, Stan Brownell, James Shaughnessy, Michael Stammel, Phil Barrett, Jason Kemper, Nancy Casso, Gary Hughes

**1. Welcome & Introductions**

Paul Stewart and Cynthia Scheuer from UHY LLP and Ed Kinowski, Supervisor for Stillwater were in attendance.

Lucille McKnight introduced Mark Castiglione, AICP as the new Executive Director for CDRPC effective December 1, 2016. Mark is currently acting Executive Director of the Hudson River Valley Greenway and Hudson River Valley Heritage Area.

**2. July 20, 2016 Meeting Minutes**

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

 **Action Taken**

Judy Breselor made a motion to approve the minutes and Paul Sausville seconded. The motion was approved unanimously.

**3. Financial Statement through September 30, 2016**

The financial statement represents activities through September 30, 2016. Through the first nine months, revenues are at 77% and expenses are at 67%. There is approximately $211,737 cash in the bank and outstanding receivables totaling $307,242.

The third quarter billings were sent out to the appropriate billing agencies for CDYCI, CSO, Water Quality, NYSERDA and UPWP work programs.

**Action Taken**

Jack Murray made a motion to approve the financial statement and Fred Acunto seconded. The motion was approved unanimously.

**4. 2015 Audit Report Presentation by UHY LLP**

 A copy of the FY-2015 Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Paul Stewart and Cynthia Scheuer went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2015.

Jack Murray pointed out that under **Note 4 – Cash**, remove the word *typically* in the last two sentences. Paul Stewart suggested taking both sentences out of the report completely.

Rocky informed the Board that under **Note 11 – Related Party**, in the second paragraph, the sentence, *There is overlap between the Boards of Directors of CDRPC and the Corporation, although not a majority* should read, *There is* ***no*** *overlap between the Boards*. Paul Stewart suggested taking out the paragraph entirely as well as the following paragraph. The Board agreed.

**Action Taken**

Jack Murray made a motion to approve the 2015 Audit Report as emended and Fred Acunto seconded. The motion was approved unanimously.

**5. Proposed 2016 Budget Amendments**

The primary purpose of the proposed revisions is to recognize revenue from a grant that was awarded by the New York State Department of State (NYS DOS) to prepare a Green Infrastructure Took Kit that can be used by non CSO communities to address storm water management. The revenue from this task is part of a larger grant received by the Albany Pool Communities to investigate green infrastructure solutions to address combined sewer overflows. The amount set aside to complete this discreet task as part of the larger grant is $30,000 of which $15,000 is projected to be expended during the remainder of 2016. All of the NYS DOS grant related expenses will be incurred by consultants.

Other proposed revenue line item budget adjustments include the following:

* Increase FTZ #121 revenue from $25,000 to $33,000 to reflect increased activity
* Increase CDRPC Workshop revenue since we hosted a second event in the Fall
* Reduce the projected NYSERDA revenue to reflect a late June start date

Proposed expense line item budget adjustments:

* Reduce the Intern line item by $7,000 since we did not hire a second full time intern during the summer.
* Increase the CDRPC Workshop line item to reflect additional costs associated with hosting a second workshop
* Increase the Consultant Line item due to the new NYS DOS green infrastructure related task, additional consultant services related to our website activities, and work associated with the Executive Director search.
* Increase the Data Purchase line item to reflect the cost of the IMPLAN O)nline data base system.
* Increase the Office Supply line item to purchase additional office supplies as a result of new staff hirings.
* Reduce the Rent line item since the construction of the two new office spaces were less than estimated.
* Reduce the Postage line item since there is more activity via the internet and social media.
* Reduce the Health Insurance line item to more accurately reflect expense to date.

**Action Taken**

Jack Murray made a motion to approve the 2016 budget amendments and Barbara Mauro seconded. The motion was approved unanimously.

**6. Appointment of Nominating Committee**

Bill Bruce agreed to Chair and Paul Sausville agreed to serve on the nominating committee for 2017 officers. Bill will report back at the December meeting with the recommendations for 2017 officers**.**

**7. LTCP CSO**

Construction has begun on Watervliet’s Rte. 32 Green Street project and Troy’s Monument Square Green Infrastructure projects. Albany’s Quail Street Green Infrastructure project is complete.

Plans and specs for the modification and optimization of several weirs and regulators in Cohoes, Watervliet, and Green Island were submitted to DEC in late September along with plans and specs for Middle Vliet Street Sewer Separation in Cohoes. Each of these projects received some grant support from the NYSDEC Water Quality Improvement Plan (WQIP).

Contracts have been executed for Audit, Tax, and Insurance services. The Corporation has received their 501(c) status from the IRS and NYS Charities registration. The Corporation’s 2017 budget was developed and submitted to the State Authority Budget Office. The Communities are working with CDRPC and the technical team to substantiate all expenses incurred by the communities to date. This will shape the credits for communities that have spent more than their percentage share to date and communities that have spent less.

**8. Staff Activity Report**

Work continues on the Marketing & Communications Plan and a draft should be ready by the end of the month. A new display “pop-up” banner was created and the brochure outlining CDRPC’s programs is in its final stages of design.

School enrollment projections for Shenendehowa, Ballston Spa, Averill Park, and Bethlehem central school districts are currently underway.

Staff involvement with the Albany County Land Bank continues as a member of the Community Advisory Committee. Staff is also involved in the Community Advisory Committee’s Annual Report sub-committee.

The July/August issue of Capital District Data was released and explored the growing issues of the Region’s drought conditions. The Sept/Oct issue will be released the end of October and will include an exit interview with Rocky and will have a profile of the City of Troy highlighting projects implemented to improve their communities.

Staff has been working on the Clean Energy Community Program funded by NYSERDA. The program, which is managed by CDRPC, covers a territory that includes four Regional Economic Development Council (REDC) regions stretching from New York City to the Canadian border. Staff has been working with regional subcontractors to implement the program throughout the territory. In addition, a number of meetings have been held with communities in the Capital Region to implement the program locally.

**9. Other Business**

Lucille announced that Rocky will be the Keynote speaker at the Community Loan Fund annual meeting at Levels Banquet Hall at 5:00pm.

**10. Executive Session**

 **Action Taken**

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

**11. Next Meeting Date**

 The next CDRPC Commission meeting is scheduled for December 21, 2016 at 8:30am.

 **Adjournment**

Judy Breselor made a motion to adjourn the meeting and Fred Acunto seconded. The motion was approved unanimously.

Respectfully submitted,

Jason Kemper

Secretary