**COMMISSION MEETING**

December 19, 2018

Capital District Regional Planning Commission

1 Park Place, Suite 102

Albany, NY 12205

**Present:** Willard Bruce, Lawrence Schillinger, Kristin Swinton, Judith Breselor, James Shaughnessy, Michael Stammel, Jason Kemper, Craig Warner,

Lindsay Zepko, Don Ackerman, Barbara Mauro, Lucille McKnight, Scott Bendett, Joseph Grasso

**Absent:** Michael Apostol, Nancy Casso, Gary Hughes, Joe Landry, Jacqueline Stellone

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

**1. Welcome and Introductions**

Mark Castiglione welcomed everyone to the meeting and requested to add an item to the agenda. The item would be for the CSO contract assignment.

**Action Taken**

Judith Breselor motioned to add the agenda item and Kristin Swinton seconded the motion. The motion was approved unanimously.

**2. October 17, 2018 Meeting Minutes**

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

**Action Taken**

Willard Bruce made a motion to approve the meeting minutes and Craig Warner seconded. Joe Grasso abstained from the vote. The motion was approved unanimously.

**3. Financial Statements through November 30, 2018**

All invoices have been sent to the counties and final quarter billings will be completed at yearend. Through eleven months of the fiscal year, revenues are at 83% of the budgeted amount and expenses are at 87%. Par = 92%. On the expense side, the rent expenses represent 12 months’ worth of payments. The net operating deficit through November is ($51,185). The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. (October – December). Fourth quarter invoices will be prepared for billing in January. As noted on the Balance Sheet, on November 30th, CDRPC had $222,828 cash in the bank not including amounts for the NYSERDA CEPC program and the CD. The outstanding receivables total $62,489.

**Action Taken**

Lucille Knight made a motion to approve the financial statement and Scott Bendett seconded. The motion was approved unanimously.

**4. Report from Nominating Committee**

The nominating committee presented the proposed slate of officers for 2019 to the Board to discuss and approve. The proposed Board is as follows;

Chair: Joe Landry (Schenectady County)

First Vice-Chair: Kristin Swinton (Albany County)

Second Vice Chair: Michael Stammel (Rensselaer County)

Secretary/Treasurer: Craig Warner (Saratoga County)

**Action Taken**

Donald Ackerman made a motion to approve the propose slate of officers and James Shaughnessy seconded. The motion was approved unanimously.

Barbara Mauro made a motion to approve the 2017 audit and Mike Stammel seconded. The motion was approved unanimously.

**5. Proposed 2019 Budget**

Mark Castiglione presented the proposed CDRPC budget for 2019. Overall, the 2019 proposed budget is 5% less than the 2018 budget. One of the biggest changes to the budget is lowering the number of full time employees from 8 to 7. Responsibilities from the Planner 1 position will be dispersed among other staff members.

**Action Taken**

Barbara Mauro motioned to accept the proposed 2019 budget and Craig Warner seconds. The motion was passed unanimously.

**6. Proposed 2019 Meeting Schedule**

Mark presented the proposed 2019 meeting schedule. All scheduled meetings will take place at 10:00 AM. The schedule is as follows;

January 16, 2019

 March 20, 2019

May 15, 2019

July 17, 2019

October 16, 2019

December 18, 2019

**Action Taken**

Donald Ackerman made a motion to accept the proposed meeting schedule and James Shaughnessy seconded. The motion was approved unanimously.

**7. Draft Administration Guidelines and Employee Handbook**

The Board was presented with a draft revision of the Employee Handbook and Administrative Guidelines. Some of the biggest updates include adding in harassment policies and paid family leave. The updates will be voted on at the next meeting.

**8. New Office Manager**

After receiving and reviewing many applications, CDRPC has chosen a new Office Manager. CDRPC would like to welcome Amy Weinstock to our team. She will be starting her new role in early January.

**9. Staff Activity Report**

Mark provided a report on what the CDRPC staff has been working on. These activities include;

* The Clean Energy Communities Program
* Regional Data Dashboard (Partnered with UAlbany)
* School Enrollment Projections
* Water Quality Technical Assistance

The planned Local Government Workshop had to be postponed to January 9th due to weather.

**10. CSO Contract Assignment**

Martin Daley sought approval for a CSO contract assignment. The contract would be between the CSO and Hodgson and Russ. The contract allows Hodgson and Russ to act as bond council for the communities involved in the CSO corporation.

**Action Taken**

Kristin Swinton motioned to accept the contract assignment and Craig Warner seconded. Joe Grass abstained from the vote. The vote passed unanimously.

**11. Other Business**

There was no other business at this time.

**12. Next Commission Meeting Date: January 16, 2019, 10am**

The next CDRPC Commission meeting is scheduled for Wednesday, January 16, 2018 at 10:00am at CDRPC.

**Adjournment**

Donald Ackerman made a motion to adjourn the meeting and Lucille Knight seconded. The motion was approved unanimously.

Respectfully submitted,

Joshua Tocci

CDRPC Intern

Reviewed and approved by,

Michael Stammel

Secretary/Treasurer