

Commission Meeting
Wednesday, October 16, 2019
Capital District Regional Planning Commission
10:00am
1 Park Place, Suite 102
Albany, NY 12205

Members Present: Craig Warner, Kristin Swinton, Jim Shaughnessy, Willard Bruce, Scott Bendett, Gary Hughes, B. Donald Ackerman, Judy Breselor, Lucille McKnight, Joe Landry, Jacqueline Stellone, Barbara Mauro, Jason Kemper

Present via GotoMeeting: Michael Stammel

Others Present:

Members / Others Absent: Nancy Casso, Lawrence Schillinger, Joseph Grasso, Michael Apostol

Staff Present: Mark Castiglione, Amy Weinstock, Martin Daley, Tara Donadio, Todd Fabozzi, Joshua Tocci, Karthik Rajan, Kate Maynard

Presiding: Joe Landry, Chair, called the meeting to order at 10:06 am.

1. Welcome & Introductions

Mark Castiglione welcomed everyone to the meeting.

2. May 15, 2019 Meeting Minutes & July 17, 2019 Meeting Minutes

The minutes were distributed before the meeting. One name correction will be made to July's minutes.

Actions Taken

Don Ackerman made a motion to approve both meeting minutes and Gary Hughes seconded it. The motion passed unanimously.

3. Financial Statement through September 30, 2019

Enclosed for your review and approval are the current financial statements through September 2019. Invoices were sent to Saratoga and Schenectady counties who are billed quarterly.

Third quarter invoices are being developed for submission to the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, EDA, and the UPWP (Transportation) work programs. NYSERDA is billed monthly.

Through nine months of the fiscal year, revenues are at 78.6% of the budgeted amount and expenses are at 71.7%. Par = 75%. On the expense side, the rent expenses represent 10 months' worth of payments. The net operating income through September is \$78,826.65.

As noted on the Balance Sheet, on September 30th we had \$177,031.99 cash in the bank not including amounts for the NYSERDA CEPC program and the CD. The outstanding receivables total \$256,251.46. The majority of the receivables reflect the payment due to CDRPC from second and third quarter billings, NYSERDA invoiced amount for total program expenses, and payment from Schenectady county. We also have one Certificate of Deposit.

Capital District Regional Planning Commission Balance Sheet

As of September 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
A200 Key Bank - Checking	35,849.40
A201 KeyBank Money Market	141,182.59
A202 Key Bank - NYSERDA	86,796.47
A203.1 M & T - CD	50,270.99
A299 X Bank - Clearing Account	0.00
CA NYSERDA-Vendor Clearing Account	-0.09
Total Bank Accounts	\$ 314,099.36
Accounts Receivable	
A300 Accounts Receivable	0.00
A379 A/R - Four Counties	28,453.50
A380 A/R from Private Persons & Orgs	192,937.60
A410 A/R from NYS & Federal	34,860.34
A420 A/R - NYSERDA Related	0.02
A440 A/R from Other Gov't Entities	0.00
Total A300 Accounts Receivable	\$ 256,251.46
Total Accounts Receivable	\$ 256,251.46
Other Current Assets	
12000 Undeposited Funds	0.00
A210 Petty Cash	0.00
A480 Prepaid Expenses	13,048.88
Total Other Current Assets	\$ 13,048.88
Total Current Assets	\$ 583,399.70
Fixed Assets	
A470 Computers and Technology	4,422.94
A475 Accum Depr - Computers	-1,769.18
Total A470 Computers and Technology	\$ 2,653.76
A490 Furniture and Fixtures	61,287.00
A495 Accumulated Depr - F&F	-61,287.00
Total A490 Furniture and Fixtures	\$ 0.00
Total Fixed Assets	\$ 2,653.76
Other Assets	
A632 Bill Pass Through Clearing Acct	0.00
Accts Receivable - Pre- 3/21	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 586,053.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 Accounts Payable	32,709.04
Total Accounts Payable	\$ 32,709.04
Other Current Liabilities	
A650 Payroll Liabilities	-2,769.22
A691 Deferred Project Revenue	5,000.00
A700 Retirement - Current Year	52,802.63
Loan Payable	687.00
Total Other Current Liabilities	\$ 55,720.41
Total Current Liabilities	\$ 88,429.45
Long-Term Liabilities	
A631 Compensated Absences	29,402.00
Total Long-Term Liabilities	\$ 29,402.00
Total Liabilities	\$ 117,831.45
Equity	
A909 Fund Balance - Unreserved	400,769.91
Net Income	67,452.10
Total Equity	\$ 468,222.01
TOTAL LIABILITIES AND EQUITY	\$ 586,053.46

Capital District Regional Planning Commission													
Profit and Loss													
January - September, 2019													
	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Total	Budget	75.00%	
Income													
R2390.1 Albany County	37,295.00						37,295.00			74,590.00	74,590.00	100.00%	
R2390.2 Rensselaer County	19,545.50						19,545.50			39,091.00	39,091.00	100.00%	
R2390.3 Saratoga County	13,461.72			13,461.72			13,461.72			40,385.16	53,847.00	75.00%	
R2390.4 Schenectady County	9,484.50			9,484.50			9,484.50			28,453.50	37,938.00	75.00%	
R2401 Interest & Earnings	17.32	15.82	14.05	11.16	10.26	6.33	0.01			74.95	10.00	749.50%	
R2770.1 Miscellaneous Revenue					386.00	0.00			17,524.80	17,910.80	100.00	17910.80%	
R2770.3 Contractual Services		3,500.00		3,500.00		3,000.00			3,725.00	13,725.00	20,500.00	66.95%	
R2770.4 Foreign Trade Zone				6,250.00						6,250.00	12,500.00	50.00%	
R2770.5 Conference & Special Events	1,751.26				4,350.00	1,852.78	500.00		1,750.00	10,204.04	6,000.00	170.07%	
R2770.6 Youth Center Facility			25,500.00			25,500.00			25,500.00	76,500.00	102,000.00	75.00%	
R3900.3 NYSERDA	30,381.27	26,166.45	28,352.38	25,651.70	30,871.02	29,134.43	27,809.75	26,751.13	25,705.57	250,823.70	345,000.00	72.70%	
R3900.6 LTCP - CSO	6,578.00		46,684.90			40,575.12				33,398.30	127,236.32	154,000.00	82.62%
R4000.2 Economic Development (EDA)			17,795.82			17,500.00			24,154.70	59,450.52	70,000.00	84.93%	
R4000.3 Water Quality (604(b))			7,659.49			12,023.78			10,025.25	29,708.52	50,000.00	59.42%	
R4000.4 Federal Highway Aid (UPWP/PL)			24,696.43			22,436.33			50,945.13	98,077.89	145,000.00	67.64%	
Total Income	\$ 118,514.57	\$ 29,682.27	\$ 150,703.07	\$ 58,359.08	\$ 35,617.28	\$ 152,028.77	\$ 108,096.48	\$ 26,751.13	\$ 192,728.75	\$ 872,481.40	\$ 1,110,576.00	78.56%	
Gross Profit	\$ 118,514.57	\$ 29,682.27	\$ 150,703.07	\$ 58,359.08	\$ 35,617.28	\$ 152,028.77	\$ 108,096.48	\$ 26,751.13	\$ 192,728.75	\$ 872,481.40			
Expenses													
E1010 Salaries	42,270.01	41,807.43	46,926.56	48,144.05	48,931.00	49,954.65	54,062.63	42,902.43	48,790.78	423,789.54	560,000.00	75.68%	
E1030 Temporary Services	1,582.00	1,281.00	1,344.00	1,920.00				7,312.86	606.20	14,046.06	17,500.00	80.26%	
E2010 Office Equipment	793.75	1,180.02	736.81	596.11	668.34	246.11	856.36	1,737.36	825.11	7,639.97	8,000.00	95.50%	
E2020 Furniture & Furnishings			544.69							544.69	1,000.00	54.47%	
E4020 CDRPC Workshops	3,757.50			1,200.00	4,831.25				1,200.00	10,988.75	12,900.00	85.18%	
E4021 Conference Registrations	575.00		598.00	395.00		150.00				1,718.00	13,975.00	12.29%	
E4030 Consultant Services	2,740.20			840.00	6,640.00	2,714.37	3,800.00	3,787.50	25,099.00	45,621.07	81,520.00	55.96%	
E4040 Agency Memberships	420.00			1,250.00	2,000.00	350.00				4,020.00	5,070.00	79.29%	
E4051 Computer Supplies & Software	4,440.79	105.79	2,029.62	67.80	366.80	2,083.80	2,766.57	421.55	520.48	12,803.20	16,100.00	79.52%	
E4055 Data Purchases				150.00	254.00					404.00	530.00	76.23%	
E4060 Equipment Maintenance	190.70	95.35	184.53	238.29	95.35	97.03	95.35	95.35	95.35	1,187.30	1,500.00	79.15%	
E4070 Office Supplies	386.93	298.98	514.22	132.70	433.60	274.64	246.41	211.09	242.66	2,741.23	4,000.00	68.53%	
E4080 Books/Journals	62.00	134.15	13.25	26.50		23.25	13.25	147.15	13.25	432.80	500.00	86.56%	
E4090 Printing/Publishing	1,483.54	114.74	33.92	168.00		668.62	180.39	998.04		3,607.25	8,040.00	44.87%	
E4110 Rent	309.88	9,877.76	5,618.29	4,938.88	5,102.70	5,349.09	5,564.00	5,149.37	5,246.87	47,156.84	70,000.00	67.37%	
E4120 Telephone / Internet	348.18	353.48	348.05	348.05	347.38	347.38	347.38		706.31	3,146.21	4,200.00	74.91%	
E4130 Travel	2.25	1,001.38	626.24	1,815.16	1,378.08	1,145.55	1,568.77	1,009.90	1,565.31	10,102.64	20,740.00	48.71%	
E4140 Equipment Repair											500.00		
E4150 Postage		74.10	7.00	102.00	93.20		55.00	10.25	25.50	367.05	1,000.00	36.71%	
E4160 Miscellaneous						299.99		39.03		339.02	750.00	45.20%	
E4170 Payroll Services	207.88	368.99	-15.79	213.10	213.10	213.10	219.40	447.02		1,866.80	2,700.00	69.14%	
E4200 Insurance - General	3,908.11									3,908.11	3,850.00	101.51%	
E4210 Meeting Expenses	97.44	53.90	7.43	192.11	29.98	120.12	55.96	96.94	29.98	683.86	2,400.00	28.49%	
E5300 Banking Fees	87.55	131.25	122.40	129.75	127.05	130.35	159.30	125.70		1,013.35	800.00	126.67%	
E8010 NYS Retirement	450.00	-93.48				35,172.00	5,862.00	5,862.00	5,906.63	53,159.15	80,000.00	66.45%	
E8030 FICA-Employer	3,351.78	3,453.86	3,617.10	3,875.09	3,823.28	3,954.29	1,940.04	3,911.63	3,851.60	31,778.67	45,000.00	70.62%	
E8040 Workers' Comp & Disability Ins.	2,759.20		-1,408.00							1,351.20	3,400.00	39.74%	
E8041 NY Paid Family Leave		1,305.11	-67.30	-67.24	-67.30	-67.30	-100.95	-67.30	-67.30	800.42	0.00		
E8050 Health Insurance	18,226.26	9,258.33	13,793.77	10,941.04	10,693.34	10,693.34	10,693.34	10,693.34	12,181.28	107,174.04	136,527.93	78.50%	
E8060 Unemployment Ins. (FUTA/NYSUI)	394.33	286.73	90.50	61.25	35.94	46.21	30.64	11.34	6.59	963.53	2,150.00	44.82%	
E8070 Professional Memberships					300.00					300.00	1,200.00	25.00%	
E8080 Continuing Education										0.00	1,500.00	0.00%	
Total Expenses	\$ 88,845.28	\$ 71,088.87	\$ 75,665.29	\$ 77,677.64	\$ 86,297.09	\$ 113,966.59	\$ 88,405.84	\$ 84,862.55	\$ 106,845.60	\$ 793,654.75	1,107,352.93	71.67%	
Net Operating Income	\$ 29,669.29	\$ 41,406.60	\$ 75,037.78	\$ 19,318.56	\$ 50,679.81	\$ 38,062.18	\$ 19,690.64	\$ 58,111.42	\$ 85,883.15	\$ 78,826.65			
Net Income	\$ 29,669.29	\$ 41,406.60	\$ 75,037.78	\$ 19,318.56	\$ 50,679.81	\$ 38,062.18	\$ 19,690.64	\$ 58,111.42	\$ 85,883.15	\$ 78,826.65			

Actions Taken

Motion to approve the financial statements was made by Gary Hughes and seconded by Craig Warner. The motion passed unanimously.

4. Resolution to update bank account signatory

Donna Reinhart was on the signatory list previously, as the job makes it necessary to make banking transfers and other account changes. Mark is requesting Amy Weinstock

be added to the list, as now her job requires the same banking requirements. Since there was no quorum at the July meeting, the Board accepted the approval of adding Amy Weinstock to the bank account signatories by the Audit and Finance Committee, and the official motion from the Board needs to be made at this meeting.

July 17, 2019

RESOLVED that the following individuals shall be designated as signatories on the CDRPC's bank accounts.

1. Craig Warner, Secretary/Treasurer
2. Mark Castiglione, Executive Director
3. Amy Weinstock, Office Manager

Motion _____

Second _____

Approved: _____

Joe Landry, Chair

Actions Taken

Gary Hughes made a motion to approve Amy Weinstock being added to the bank account as a signatory, and Judy Breselor seconded it. The motion passed unanimously.

5. 2018 Audit

While there was not quorum at our last meeting, members present heard from a representative Marvin who made a presentation and responded to Board member questions about the audit documents at the Commission meeting.

There were minor corrections to our procedures recommended and already taken into account. The IT Structure was questioned and is now being monitored offsite 24 /7.

As there was no quorum at the July meeting, board action is required at this meeting to accept the audit.

Actions Taken

Gary Hughes made a motion to approve the 2018 draft audit documents and B. Don Ackerman seconded. The motion passed unanimously.

6. Appointment of Nominating Committee

The Chair of CDPRC annually appoints a nominating committee to identify the slate of Officers. With the adoption of revised bylaws in January, the Commission's officer titles and duties were updated to Chair, First Vice-Chair, Second Vice-Chair and a Secretary-Treasurer.

The Board asked for volunteers to fill positions on the Nominating Committee. Willard Bruce, Scott Bendett, Gary Hughes all volunteered, and Joe Grasso was nominated by the Board.

Action Taken

Gary Hughes made a motion to accept the appointment of the Nominating Committee and Don Ackerman seconded it. The motion passed unanimously.

7. Report from Strategic Planning Committee

The committee has reviewed the current strategic plan's SWOT analysis and strategic initiatives. The Committee determined that the underlying analysis is still sound but the strategic priority initiatives should be updated as the current ones have either been accomplished or reflect ongoing priorities that need new strategic focus. The committee had robust conversations about the need for a full strategic update versus updating the strategic initiative and ultimately is recommending that the Committee itself identify revised strategic initiatives for presentation to the board. With the Board's agreement, the committee will begin developing the revised list of strategic initiatives for board input and adoption.

2015 Plan Strategic Initiatives

- I Develop an integrated communications and outreach plan to promote the role and value of the Commission and continue to explore opportunities for expanded regional partnerships
- II Continue to provide and seek opportunities for facilitation and project management contracts, within the constraints of funding opportunities and staffing, that increases the role of CDRPC in supporting local, inter-municipal, and regional collaboration initiatives
- III Invest in the agency's IT platform to enhance in-house accessibility of information among staff and maintain a more user-friendly website while ensuring the agency's value-added in the interpretation of the data to the region's stakeholders
- IV Implement a leadership succession planning process to minimize the loss of institutional knowledge and to create a smooth, well-orchestrated transition for the Executive Director (ED) position.

Action Taken:

No formal motion was needed, and the Board approved the request.

8. FLIP Program Recap

The Capital District Regional Planning Commission (CDRPC) and the Clean Technologies & Sustainable Industries Early College High School (Clean Tech ECHS) partnered to provide students an innovative, hands-on pilot planning program during the week of August 5 - 9, 2019.

The Capital Region Future Leaders in Planning (FLIP) Program provided students the opportunity to learn about the issues that shape the Capital Region. During the week students visited GLOBALFOUNDRIES, Pitney Farm, Tech Valley Center of Gravity, Brookfield Renewables, Albany Pine Bush, and the Sierra Processing Facility. Throughout the week students experienced the transportation side of planning through the use of CDTA and the CDPHB bicycles. These opportunities allowed students to experience the diversity of the Capital Region firsthand and interact with selected regional leaders who make key planning decisions in our communities. At the end of the week students developed and presented a solution that addressed land use, transportation, energy, waste, or a food systems issue to a panel of regional planners for feedback. Panelists included Marissa Peck from Capital Roots, Todd Fabozzi from the Capital District Regional Planning Commission, and Craig Warner from the Town of Malta Board. Students received valuable feedback on their project ideas.

Our Director of Planning and Economic Development, Kate Maynard conceived of and coordinated this innovated program. She will be giving a brief presentation on this year's pilot program at our meeting. For more information <https://cdrpc.org/news-events/future-leaders-in-planning>

Expansion of FLIP to provide greater student access within the region in 2020 is underway. BOCES has requested to collaborate in bringing FLIP to all active P Tech programs in the region. Transportation, student registration, and funding for program costs are proposed to be provided by BOCES. Detailed planning will take place in coming months.

9. Clean Energy and HeatSmart Capital Region Program Updates

28 Communities were awarded AG Grants and 18 other Communities received other grants.

CDRPC has been awarded a three-year, \$200,000 match-free grant from NYSERDA for a Clean Heating and Cooling Communities Campaign. Currently it is passed the 3 year point and there is excess money to continue into next year. They are awaiting a new 5 year program announcement Clean Heating and Cooling (CH&C) technologies (e.g.,

ground- and air- source heat pump systems) are being marketed in 8 Counties, with free home evaluations being offered to homeowners. A marketing campaign is in works, that aim to increase education and consumer awareness of CH&C technologies, reduce costs associated with the purchase and installation of CH&C projects, increase local adoption of CH&C technologies, and identify campaign characteristics and approaches that are important for success and can potentially be replicated in other campaigns.

An RVP was distributed to local installers to solicit interest in the campaign, with 8 installers applying. Out of the 8 applicants, 6 were chosen to participate. The program is a 3 year program with a 1 year workforce development and training of HVAC employees on the new systems. The program will be able to track installations of the pumps. Staff will be participating in a NYSERDA employee information event, attending and presenting at the NY GEO conference, speaking to classes at local schools, and holding a roundtable discussion with local installers. A website has been launched and should be 100% live by next week. 25 interested students may also get scholarships to the Conference and other events.

10. Indicators Project Update

The Capital Region Indicators <https://indicators.availabs.org/> project is funded by the Capital Region Chamber, The Community Foundation of the Greater Capital Region and the Capital District Regional Planning Commission and the Capital District Transportation Committee. It aims to help a wide variety of public and private organizations better understand our communities and region. Using the best available information from the US Census and other reputable sources, the website will serve as a common source for data and interactive visualizations that will inform community members on critical topics related to the health and progress of our region.

The purpose of the Capital Region Indicators Project is to:

- Provide high quality, reliable, objective and up-to-date data
- Spur discussion about and build consensus around our region's key indicators
- Help better understand changes in our communities' well-being over time to better target investments to address chronic and emerging challenges and community needs
- Provide information relevant to community and regional planning
- Serve as a key resource for data needed for grant applications and reports developed by public and private organizations

The platform is being developed through a partnership with the UAlbany AVAIL lab. The beta version was launched on September 25 and we're currently receiving feedback and in the process of convening a "power users" group to advise on content and functionality. We anticipate version 1.0 will be ready in early 2020.

CDRPC will be the institution to "maintain" the platform. While the bulk of the data is automated through APIs, saving CDRPC tremendous staff time, there will still be some custom data sets added which will need some manual work.

11. CSO Program Update:

A new website has been debuted as a public communication tool. It contains valuable information on progress of projects, water quality stat sheets to show the progress of compliance regulations being made annually, CSO's annual reports, and other information required to be submitted to DEC. There's also a brochure published and handed out to Communities to promote the CSO program.

53 projects have been completed in the Long Term Control Plan. 60 total projects done to date. There are others currently being completed, and more are being planned for the upcoming years. The next state of financing for those are already in work.

12. CDYCI Update

Historically, CDYCI has self-funded the operations of the facility through revenues generated by the per diem rate it charged to counties for their youth in the facility. Effective January 1, 2020, CDYCI and its counties will be required to transition from this pay as you go model to a quarterly reimbursement model. The CDYCI RTA Finance agreed on a new process for CDYCI to secure operations/ care cost reimbursement via billing the four CDYCI counties. In addition, the CDYCI board approved this new process at its July 2019 board meeting. This new process will be reflected in the new agreements.

The new omnibus agreement will also define the cost share relationship related to RTA implementation and any costs not eligible for reimbursement should the consortium incur any. It will streamline existing agreements by replacing the Municipal Cooperation Agreement, County Lease Agreements and CDYCI County Use Contracts. The new agreements conform to the new billing and claiming structure, address cost share scenarios and designate CDYCI to provide services to the counties. The issues addressed in the new Agreement include:

- (1) Care/ Operations costs reimbursement
- (2) RTA plan costs
- (3) Pre-funding RTA costs
- (4) Reserved Beds and Priority for Beds
- (5) Delegation of authority to CDYCI as agency to provide services related to secure detention to the consortium counties
- (6) Costs not subject to reimbursement as care costs or RTA costs. These costs would be allocated among the participating counties based upon the number of overall beds.

The new Participating County Agreement must be in place by January 1, 2020. I am following up with county stakeholders to finalize the PCA language and distribute final copies for legislative action and execution.

There is currently a system wide shortage of beds. RTA children are being sentenced to

longer terms at the facility, and that makes beds less available. Albany County is will be paying for all Out of County Youth and billing them individually. That puts a larger burden on them. Facilities are working with OCFS to see how the shortages can be resolved.

13. Staff Activity Report CDRPC Technical Assistance Program:

In conjunction with CDTC, CDRPC has awarded technical assistance to five communities for 2019, with work currently underway:

Sponsor	Project Name	Estimated Total Project Value	Project Description	Status
Town of Bethlehem	Development Growth Trends Analysis	\$14,191	Provide data on Town development trends, including population and economic analysis, GIS mapping and compare to regional trends.	Draft report has been delivered to Town.
Town of Coeymans	Guidance to Support a Coeymans Comprehensive Plan Update	\$12,707	Provide existing data and base mapping, information on best practices for comprehensive planning, frame a public involvement process and develop a public survey tool.	Existing conditions and mapping completed, kick-off meeting anticipated for late November.
Village of Menands	Farmers Market Best Practices and Feasibility	\$12,707	Provide data on current access to healthy food, provide information on methods of healthy food provision (i.e. farmers market, veggie mobile,	Village has created an advisory committee with first meeting planned for later October. Existing conditions data and analysis has been completed by CDRPC.

			etc.) and participate in village committee meeting to identify options to increase food accessibility.	
City of Rensselaer	General Community Planning Assistance	\$12,707	Provide guidance on data needs for economic development planning and toward the update of the Comprehensive Plan. Provide guidance in prioritizing and strategizing implementation of recommendations from various existing planning studies.	Kick-off meeting held. Current compilation of existing plans and plan recommendations being completed. Existing conditions and mapping underway.
Village of Scotia	NYS Routes 5 and 50 Traffic Data & Case Study Review	\$8,995	Provide traffic data related to the intersection of state route 5 and route 50 in the Village. Provide case studies of communities working with NYSDOT on traffic calming and walkable community projects.	Work being led by CDTC.
	Total	\$61,292		

14. Other Business-

There is no other business to discuss.

15. Next Commissioner Meeting Date: December 18th, 2019 at 10am.

Don Hughes made a motion to adjourn at 11:15 and Gary Hughes seconded it. The motion passed unanimously.

The meeting adjourned at 11:15.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Craig Warner,
Secretary