

**Commission Meeting**  
Wednesday, December 18, 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, B. Donald Ackerman, Judy Breselor, Lucille McKnight, Joe Landry, Jacqueline Stellone, Lawrence Schillinger, Michael Stammel, Joseph Grasso, Opal Hinds, Amy Standaert

Present via GotoMeeting:

**Others Present:**

**Members / Others Absent:** Gary Hughes, Nancy Casso, Michael Apostol, Barbara Mauro, Jason Kemper

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

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

**1. Welcome & Introductions**

Chairman Landry welcomed everyone to the meeting. He introduced and welcomed new Board Members Amy Standaert and Opal Hinds.

**2. October 16, 2019 Meeting Minutes**

The minutes were distributed before the meeting.

**Actions Taken**

Don Ackerman made a motion to approve October 16<sup>th</sup> meeting minutes and Craig Warner 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 November 2019. All invoices have been sent to the counties and final quarter billings will be completed at yearend.

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. For expenses, with the exception of the utility costs, the rent has been fully paid for 2019 along with the employee health insurance. Also, the New York Retirement bill payment due in February 2019 was fully paid in the amount of \$71,582.

Through eleven months of the fiscal year, revenues are at 85% of the budgeted amount and expenses are at 87%. Par = 92%. The net operating deficit through November is \$26,927.67.

As noted on the Balance Sheet, on November 30th we had \$161,670.41 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$219,718.82. The majority of the receivables reflect the payment due to CDRPC from DOT, DEC, EDA and the NYSERDA invoiced amount for total program expenses, and payment from Schenectady county. We also have one Certificate of Deposit.

#### **Actions Taken**

Motion to approve the financial statements was made by Lucille McKnight and seconded by Judy Breselor. The motion passed unanimously.

#### **4. Report from the Nominating Committee**

The Nominating Committee, will present the following proposed slate of officers for 2020 to the Board for your discussion and approval. The term of office is one year for the following positions: Chair, First Vice Chair, Second Vice Chair, and Secretary/Treasurer.

Chair: Kristin Swinton (Albany County)

First Vice-Chair: Michael Stammel (Rensselaer County)

Second Vice Chair: Craig Warner (Saratoga County)

Secretary/Treasurer: Joe Landry (Schenectady County)

The officers were presented for the 2020 CDRPC Board. No new nominees were named.

#### **Actions Taken**

Bill Bruce made a motion to elect the new Officers for the 2020 Board and Lucille McKnight seconded it. The motion passed unanimously.

#### **5. Proposed 2020 Budget**

Attached for your review and approval is the proposed 2019 Budget for CDRPC operations.

The proposed budget includes four columns in addition to the Account names. The first column identifies the 2019 Approved Budget amount, the second shows the projected actual expenses for the year, the third shows the Proposed 2020 Budget amount, and the fourth column represents the difference between the 2019 and 2020 Budgets.

Budget highlights include the following:

**Revenue:**

- Overall, the 2020 proposed budget is 13.42% less than the 2019 budget.
- The amount requested from each county will remain the same as 2019. While the board decided to increase the county budget request by 2% this year for the first time since the early 2000s, counties have not included the increased amount within their budgets. Therefore, the total budget request to the counties will remain \$205,446, as per the inter-municipal agreement, any adjustment by one county proportionately impacts the contributions from the remaining three counties. CDRPC continues to be successful securing grants and fees for services reducing the financial responsibilities of the four counties. The contributions from the counties are used to leverage the grant monies we receive from the Federal Economic Development Administration, NYSEDA, and the NYS Departments of Environmental Conservation, and Transportation. Every county dollar is leveraged by more than 4.5 dollars in other revenue.
- Contractual Services: The contractual services revenue line item reflects anticipated work during 2019 including school enrollment projections. Anticipated revenues from the economic impact analyses are also included.
- NYSEDA: The NYSEDA Clean Energy Communities Program will be beyond the original three-year term. Previously, we chose to slow the drawdown of the grant to extend our ability to work into 2020 in anticipation of new project funding becoming available. Since that time, we were also received a 3-year match free grant for a clean heating and cooling (CHC) campaign at 50,000 per year with a year 1 workforce component. We anticipate funding for the CECP into quarter 2 of 2020, CHC program funding and a portion of CHC workforce revenue totaling 161,250.
- LTCP CSO: CDRPC will continue to serve as the project manager on behalf of the Inter-Municipal Corporation created by the Albany Pool communities of Albany, Watervliet, Green Island, Cohoes, Troy, and Rensselaer to implement the projects outlined in the DEC approved Long Term Control Plan to address Combined Sewer Overflows in the Hudson River.

- EDA: Our contract with the Economic Development Administration (EDA) is for the period July 1, 2019 through June 30, 2020. EDA has indicated that we can anticipate the same funds during the subsequent term.
- Water Quality (604b): The first full year of the new four-year contract term will be 2020 (April 1, 2019-March 31, 2023), with the NYS Department of Environmental Conservation for activities related to the Water Quality Program. We anticipate receiving \$55,000 annually under the contract but this is subject to change based on the total passthrough amount received by DEC.
- UPWP: The Transportation UPWP contract follows the state fiscal year (April 1<sup>st</sup> through March 31<sup>st</sup>). The financial support is provided by the Capital District Transportation Committee with whom we have a solid professional working relationship. I am estimating \$15,000 in additional revenue given the anticipated future work on the CDTC/CDRPC technical assistance program, and additional hours assigned to UPWP work from other programs.

**Expense:**

- Salaries: The salary line item reflects the full-time professional staff of seven through the first six months and five for the remaining in addition to two part time staff. The “Temporary Services” line item includes internship.
- Office Equipment: This includes fees for the office printer, network maintenance management, cloud back up of agency data and anticipates the need to purchase two new computers.
- CDRPC Workshops: Catering costs for our bi-annual workshops have increased 42% year over year. This is solely the result of increased costs and fees imposed by Mazzone Hospitality, the exclusive vendor at Hudson Valley Community College. This line also includes costs related to clean heating and cooling (CHC) events.
- Consultant Services: The Consultant line item supports the services associated with our on-line interactive Census Mapper program and Capital Region Indicators website which are reimbursable expenses through the UPWP grant, maintenance support services associated with our web sites, our 2020 audit, and subcontracted work related to the CHC program.
- Computer Supplies/Software: This line includes purchasing software subscriptions for GIS (which is reimbursable through our UPWP grant), Tableau software for data dashboards, Adobe Suite programs, IMPLAN economic modeling software, MailChimp Email, MS Office 365 and Microsoft Exchange email and software needed for CHC work.
- Rent: The Rent Expense line item is remains generally flat related to current-year expenses.

- Travel: The decrease in the Travel Expense line item reflects anticipated decreased travel associated with the Clean Energy Communities Program.
- Health Insurance: Reflects increased 2020 rates and changing staffing through the year.

**Gross Expenses and Operating Income:**

- Based on the proposed budget, we anticipate using the fund balance to cover the deficit of \$43,027.74. The final budget may change significantly should the agency be successful with our application to NYSERDA and/ or NYS DEC. The Unreserved Fund Balance at the close of 2018 was \$428,600.

**Actions Taken**

Joe Grasso made a motion to accept the 2020 proposed budget and Larry Schillinger seconded. The motion passed unanimously.

**6. Proposed 2020 Meeting Schedule**

The following are proposed dates for the 2020 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 10:00 AM.

January 15, 2020

March 18, 2020

May 20, 2020

July 15, 2020

October 21, 2020

December 16, 2020

While the four- county agreement specifies monthly meetings and the bylaws say every other month, the Chair can omit regular meetings with notice. This annual process of voting on the meeting schedule reconciles the discrepancy.

**Action Taken**

Lucille McKnight made a motion to accept the 2020 Board meeting dates with the 2020 date amendment and Judy Breselor seconded it. The motion passed unanimously.

**7. Appointment of CDTC Representative**

Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) for the Albany-Schenectady-Troy and Saratoga Springs metropolitan areas. Federal transportation funding is controlled by the consensus decisions of CDTC -- about \$100 million per year through the Transportation Improvement Program. CDTC's decision making body is the Policy Board.

CDRPC is currently represented by Commissioner James Shaughnessy who has indicated his need to step down as CDRPC's representative. This has created a vacancy.

Commissioner Craig Warner has expressed interest in serving as CDRPC's representative.

Board action is requested to nominate and appoint a member to the CDTC Policy Board.

### **Action Taken**

Jim Shaughnessy made a motion to appoint Craig Warner as the CDRPC's representative to CDTC and Kristin Swinton seconded. The motion passed unanimously.

## **8. Staff Activity Report**

Thank you to the entire Staff for their work on the programs this year.

## **9. Other Business**

The Strategic Planning Committee met and identified two key items to work on. The opportunistic ways that we can promote CDRPC and the need to raise the profile of CDRPC. The roll of CDRPC as a regional growth and development Organization, the core funding of the Organization and how it can be diversified was also discussed. The committee will reconvene in January to continue discussions.

The dissatisfaction with HVCC at the latest CDRPC Conference was discussed. The President of the College and its Board Members will be made aware of the issues mentioned at the meeting.

## **10. Adjournment**

Don Ackerman made a motion to adjourn at 10:37 and Craig Warner seconded it. The motion passed unanimously.

The meeting adjourned at 10:37.

**Next Commission Meeting Date: January 15, 2020, 10:00 am**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Craig Warner,  
Secretary