

Commission Meeting
Wednesday, January 15, 2020
Capital District Regional Planning Commission
10:00am
1 Park Place, Suite 102
Albany, NY 12205

Members Present: Craig Warner, Kristin Swinton, Willard Bruce, Scott Bendett, Judy Breselor, Lucille McKnight, Joe Landry, Michael Stammel, Opal Hinds, Amy Standaert, Barbara Mauro, Gary Hughes

Present via GotoMeeting:

Others Present:

Members / Others Absent: Jim Shaughnessy, Nancy Casso, Michael Apostol, B. Donald Ackerman, Jacqueline Stellone, Lawrence Schillinger, Joseph Grasso

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

Presiding: Kristin Swinton, Chair, called the meeting to order at 10:03 am.

1. Welcome & Introductions

Chair Swinton welcomed everyone to the meeting.

2. Recognition of Commissioner Lucille M. McKnight

Chair Swinton presented Luci McKnight with a plaque and proclamation recognizing her 20 years of service and dedication to the CDRPC Board. She has been an enormous asset to the team.

3. December 18, 2019 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

Craig Warner made a motion to approve the December 18th meeting minutes and Joe Landry seconded it. The motion passed unanimously.

4. Financial Statement through December 31, 2019

The revenues shown for some work completed during October and December for contracts that are billed on a quarterly basis are still estimates as the fourth quarter invoices are still being 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 twelve months of the fiscal year, revenues are at 102.46% of the budgeted amount and expenses are at 93.86%. Par = 100%. The estimated net operating surplus through December is \$98,615.69.

As noted on the Balance Sheet, on November 30th, we had \$95,237 cash in the bank not including amounts for the NYSERDA CECP program and the Certificate of Deposit. The outstanding receivables total \$254,051.11. Receivables do not reflect the estimated grant revenues for Q4. The majority of the receivables reflect the payment due to CDRPC from CSO, EDA and the NYSERDA invoiced amount for total program expenses. We also have one Certificate of Deposit.

Actions Taken

Craig Warner made a motion to approve the financial statements through December 31, 2019 and Barbara Mauro seconded. The motion passed unanimously.

5. Designation of Signatories

With the designation of a new Secretary / Treasurer, there is a need to approve a resolution adding Joe Landry as a signatory on CDRPC's bank account. Craig Warner has been removed.

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

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

Actions Taken

Judy Breselor made a motion to approve the resolution designating signatories for the CDRPC bank accounts and Lucille McKnight seconded it. The motion passed unanimously.

6. Year in Review

Attached for your review and approval is the 2019 year in review packet.

Thank you to the entire CDRPC Staff for a great year and all your hard work.

7. Other Business

Chair Swinton suggested entering Executive Session to review the executive director's performance and salary.

Action Taken

Motion to enter executive session for the purposes of reviewing the executive director's performance and salary was made by Bill Bruce and Joe Landry seconded it. The motion passed unanimously.

The Commission entered Executive Session at 10:38am

The Commission came out of Executive Session at 10:41am.

Action Taken

Joe Landry made a motion to approve a 2% raise for Mark Castiglione. Mike Stammel seconded it. The motion passed unanimously.

8. Adjournment

Scott Bendett made a motion to adjourn at 10:45 and Joe Landry seconded it. The motion passed unanimously.

The meeting adjourned at 10:45.

Next Commission Meeting Date: March 18, 2020, 10:00 am

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Joe Landry,
Secretary