

COMMISSION MEETING

10:00 am, Wednesday, December 16, 2020

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, December 16th meeting will be held virtually through Zoom Meetings.

*****Since this meeting was not broadcast or recorded, it may not be considered an official meeting of the commission and votes may not binding. *****

Members Present via Zoom Meeting: Lucille McKnight, Kristin Swinton, Scott Bendett, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stallone, Joseph Grasso, Jason Kemper, Amy Standaert, Craig Warner, B. Donald Ackerman, David Hogenkamp, Barbara Mauro,

Others Present:

Members / Others Absent: Willard Bruce, Lawrence Schillinger, Opal Hinds, Gary Hughes, Joe Landry

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 10:02 am.

1. Welcome & Introductions

Chair Swinton welcomed everyone to the meeting.

2. Accept October 21, 2020 Meeting Minutes

The October 21, 2020 meeting minutes were presented to the Board for approval.

Actions Taken:

Craig Warner made a motion to approve the October 21st meeting minutes and B. Donald Ackerman seconded it. The motion passed unanimously.

3. Financial Statements through November 30, 2020

Enclosed for your review and approval are the financial statements through November 30, 2020. All invoices have been sent to the counties and final quarter billings will be completed at yearend. Schenectady County remains in arrears for the year.

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. NYSERDA revenue booked in November covers deferred payments back to August. For expenses, with the exception of the utility costs, the rent has been fully paid for 2020

along with the employee health insurance. Also, the New York Retirement bill payment due in February 2021 was fully paid in the amount of \$69,303.

Through November 30, revenues are at 74% and expenses are at 77%. Par is 92%. The additional budgeted CARES Act revenues and expenses account for the under par performance on the revenue side and expense.

As noted on the Balance Sheet, on November 30th we had \$132,098.82 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$214,367.03.

Proposed 2021 Meeting Schedule

The following are proposed dates for the 2021 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 10:00 AM.

January 20, 2021

March 17, 2021

May 19, 2021

July 21, 2021

October 20, 2021

December 15, 2021

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.

Actions Taken

Mike Stammel made a motion to approve the Financial Statements through November 30, 2020, as well as the proposed 2021 Meeting Schedule and Scott Bendett seconded it. The motion passed unanimously.

4. Report from Nominating Committee

The Nominating Committee presents the following proposed slate of officers for 2021 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: Michael Stammel (Rensselaer County)

First Vice-Chair: Craig Warner (Saratoga County)

Second Vice Chair: Joe Landry (Schenectady County)

Secretary/Treasurer: Lawrence R. Schillinger (Albany County)

Actions Taken

Craig Warner made a motion to approve the report from the Nominating Committee and Judith Breselor seconded it. The motion passed unanimously.

5. Proposed 2021 Budget

Attached for your review and approval is the proposed 2021 Budget. The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions.

Budget highlights include the following:

Revenue:

- Overall, the 2021 proposed budget is 3.23% more than the 2020 budget.
- While an increased request was presented to the counties last year, this year we propose no change to our budget request to the counties which has remained \$205,466 since 2004. Adjusted for inflation, the \$205,466 first received in 2004 would be equivalent to \$278,550 in today's dollars. 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 (including CARES Act recovery funding), NYSERDA, and the NYS Departments of Environmental Conservation, Transportation and State. Every county dollar is leveraged by more than four and a half dollars in outside revenue.
- Miscellaneous: The decrease reflects not receiving funding from the Capital Region Chamber for the indicators dashboard in 2021.
- Contractual Services: The contractual services revenue line item reflects anticipated work during 2021 including 6 school enrollment projections.
- NYSERDA: The budget scenario in this proposal reflects anticipated funding via the new award under the Clean Energy Communities Program (CECP), the continuation of the existing Clean Heating and Cooling Program, and the NYSERDA intern program grant.
- 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. There has been a trend of less hours needed and the number of active projects decrease. Of note, CDRPC received a DOS grant in 2020 which will cover 90% of the CSO communities' costs for CDRPC administration.

- EDA: Our contract with the Economic Development Administration (EDA) is for the period July 1, 2020 through June 30, 2021. EDA has indicated that we can anticipate the same funds during the subsequent term. In addition, CDRPC was awarded \$400,000 in CARES Act funding to assist with COVID-19 recovery planning over a term from July 1, 2020 to July 2022. The 2021 budget anticipates roughly half of the CARES Act funds will be spent in 2021.
- Water Quality (604b): The second full year of the new four-year contract term will be 2021 (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 1st through March 31st). The financial support is provided by the Capital District Transportation Committee with whom we have a solid professional working relationship. The budgeted amount is reduced from 2020 based on trends and some reallocation of hours from UPWP to EDA CARES funded work.

Expense:

- Salaries: The salary line item reflects a full-time professional staff of eight plus one part-time professional and an intern reflected on the Temporary Services line. The intern expenses reflect the maximum 900 hours which is 90% funded via the NYSERDA intern program.
- Office Equipment: This includes fees for the office printer and network maintenance management, IT support services (demand for which has increased with more remote work), computer equipment and a new server cage.
- CDRPC Workshops: This line is increased anticipating a spring virtual webinar series and a fall in person workshop.
- Consultant Services: The Consultant line item supports the services associated with our on-line capitalregionindicators.org data dashboard and is a reimbursable expense from the UPWP and CARES Act grants, maintenance support services associated with our web site, our 2020 audit, marketing for the clean heating and cooling program and legal counsel.
- Computer Supplies/Software: This line includes purchasing software subscriptions for GIS (which is reimbursable through our UPWP grant), Tableau software for custom data dashboards, Adobe Suite programs, IMPLAN economic modeling software, Zoom video conferencing/webinar platform, MailChimp Email, MS Office 365, in addition to the anticipated replacement cost of computer hardware.
- Rent: The Rent Expense line item remains flat.
- Travel: The increase in the Travel Expense line item reflects anticipated increased travel associated with the post pandemic Clean Energy Communities Program outreach coordinators.
- Health Insurance: The costs are based on actual 2021 rates. The decrease reflects one additional FTE staff selecting the buyout option.

Gross Expenses and Operating Income:

- Based on the proposed budget, we anticipate slight contribution to the Fund Balance during 2021. The Unreserved Fund Balance at the close of 2019 was \$490,485.24.

Action Taken

Mike Stammel made a motion to approve the 2021 budget and Craig Warner seconded it. The motion was approved unanimously.

6. EDA Subaward MOU Approval

CDRPC is formally designated by the US Economic Development Administration (EDA) as the Economic Development District for the Capital Region counties of Albany, Rensselaer, Saratoga and Schenectady. As part of the EDA allocated CARES Act funding, CDRPC is receiving funding to further lead and assist with COVID related economic recovery within these counties.

As part of its COVID Economic Recovery program, CDRPC proposed a \$200,000 subaward program to provide funding assistance towards economic recovery activities to regional or locally based organizations currently working on recovery efforts, or with specific plans to do so. The intent of the program is to provide funding assistance related to the program goals and funding priorities to economic development organizations within Albany, Rensselaer, Saratoga, or Schenectady counties.

Schenectady County proposes activities consistent with the parameters of the EDA funding program and a scope of work and budget are included as Attachment 1 of the MOU.

Board action is requested to approve the agreement and authorize the Executive Director to execute the agreement.

Actions Taken

Motion to approve the EDA Subaward MOU was made by Judith Breselor and seconded by Craig Warner. David Hogenkamp abstained. Motion was approved.

7. Staff Activity Report

The requirement to work 2 days a week in the office has been waived temporarily due to the rise in COVID-19 cases in the Capital District. The staff report is attached for your review.

A huge thank you to the entire staff for continuing to work between home and the office successfully.

The zoom meetings are going well, and there have been small in person meetings in our Conference Room under all social distancing requirements.

Thank you Todd for securing the NYSERDA \$3,000,000 grant.

Thank you Martin for your work on the spring and summer webinars. There were over 780 registrants. The fall webinar series is underway as well.

Thank you Kate for your work on the EDA Grant and funding.

9. Other Business

There was no new / other business to discuss.

10. Adjournment:

Don Ackerman made a motion to adjourn at 10:27 a.m. and Craig Warner seconded it. The motion passed unanimously. The meeting was adjourned at 10:27 a.m.

The Next Commission Meeting is January 20, 2021

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Joe Landry,
Secretary/ Treasurer