

COMMISSION MEETING

10:00 am, Wednesday, January 20, 2021

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, January 20th meeting will be held virtually through Zoom Meetings.

Members Present via Zoom Meeting: Willard Bruce, Lawrence Schillinger, Kristin Swinton, Scott Bendett, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stallone, Opal Hinds, Jason Kemper, Amy Standaert, Craig Warner, David Hogenkamp, Barbara Mauro, Gary Hughes

Others Present:

Members / Others Absent: Lucille McKnight, Joseph Grasso, B. Donald Ackerman, Joe Landry

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

Presiding, Michael Stammel, Chair, called the meeting to order at 10:04 am.

1. Welcome & Introductions

Chair Stammel welcomed everyone to the meeting.

2. Election of 2021 Officers

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)

There were no nominations from the floor.

Actions Taken:

Chairman Stammel opened nominations from the floor and, hearing none, closed nominations. David Hogenkamp made a motion to elect the slate of 2021 Officers endorsed by the nominating committee and Judith Breselor seconded it. The motion passed and officers were elected unanimously.

3. Consent Agenda

a. October 21, 2020 Meeting Minutes

b. Financial Statements Through November 30, 2020
c. 2021 CDRPC Budget
d. 2021 Meeting Schedule
e. EDA CARES Act Subaward to Schenectady Metroplex

The December 16, 2020 meeting was not recorded or broadcast. Given that, the majority of the action items the board approved during that meeting, have been added to a Consent Agenda for formal approval during the January 20, 2021 Commission meeting. There is no discussion on Consent Agenda items however members may request any Consent Agenda items to be removed from the Consent Agenda and added to the regular agenda if discussion is desired. One affirmative vote approves all Consent Agenda items.

Given the nature of Officer Elections, it is not included on the Consent Agenda but is a separate agenda item.

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.

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.

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.

EDA CARES Act Subaward to Schenectady Metroplex

Attached for your review and approval is a subaward agreement related to CDRPC's CARES Act funding.

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

Gary Hughes made a motion to approve the Consent Agenda items and Bill Bruce seconded it. The motion passed unanimously. David Hogenkamp abstained.

4. Approval of December 16, 2020 meeting notes

Actions Taken

Gary Hughes made a motion to approve the December 16, 2020 meeting notes and Barbara Mauro seconded it. The motion passed unanimously.

5. Financial Statements Through December 31, 2020

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 finalized for billing in January. 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 paid in December the amount of \$65,549.44.

Through twelve months of the fiscal year, revenues are at 86.63% of the budgeted amount and expenses are at 85.85%. Par = 100%. The underperformance to par is primarily due to the \$100,000 budgeted for EDA Subaward. The estimated net operating surplus through December is \$19,630.54.

As noted on the Balance Sheet, on December 31 we had \$90,379 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$313,191. Receivables reflect the estimated grant revenues for Q4. The majority of the receivables reflect the payment due to CDRPC from NYSERDA and NYS DEC for the 604b program.

Action Taken

Barbara Mauro made a motion to approve the Financial Statements through December 31, 2020 and Jason Kemper seconded it. The motion was approved unanimously.

6. Designation of Bank Signatories

January 20, 2021

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

1. Lawrence R. Schillinger, Secretary/Treasurer
2. Mark Castiglione, Executive Director
3. Amy Weinstock, Office Manager

Action Taken

July Breselor made a motion to approve the designation of bank signatories and Barbara Mauro seconded it. The motion was approved unanimously.

7. EDA Subaward MOU Approval

Attached for your review and approval are subaward agreements related to CDRPC's CARES Act funding.

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.

Rensselaer County proposes activities consistent with the parameters of the EDA funding program and a scope of work and budget is included as Attachment 1 of the attached MOUs.

Albany County has endorsed allocating half of the eligible amount of the subaward to the Community Loan Fund of the Capital Region to support the administration of pandemic recovery grants, and half of the eligible amount to be allocated to the Advance Albany County Alliance (AACAA), for pandemic economic recovery planning.

Board action is requested to approve these agreements, authorize the Executive Director to negotiate the final agreement language, and authorize the Executive Director to execute the agreements.

Action Taken

Motion to approve the EDA Subaward MOU was made by Gary Hughes and seconded by Craig Warner. Motion was approved.

8. Approval for HeatSmart Campaign Marketing Grant

NYSERDA is offering grants to expand advertising opportunities for the HeatSmart Campaign CDRPC is managing. As a reminder, the HeatSmart campaign is the program that promotes ground source and air source heat pumps. NYSERDA has requested that we apply for 80/20 matching funding to the “Cooperative Advertising and Training for Clean Energy Partners Program” to expand radio and social media advertising for the heat smart program. Our 20% (\$2,000) match will be covered from revenues derived from our administration of the overall HeatSmart campaign. CDRPC will receive 80% (\$8,000) of funding for the advertising through the “Cooperative Advertising and Training for Clean Energy Partners Program” and match the 20% using revenues we get for administering the NYSERDA HeatSmart Campaign.

Board action is requested to authorize staff to apply for and accept the Cooperative Advertising and Training for Clean Energy Partners Program grant.

Action Taken:

Motion to approve the HeatSmart Campaign Marketing Grant was made by Bill Bruce and seconded by Barbara Mauro. The motion was approved unanimously.

9. Year In Review

There were updates on the following areas that CDRPC has participated in for 2020.

- Strategic Initiatives
- Administration and Operations
- Outreach and Training
- Technical Assistance Program
- Clean Energy Communities
- Clean Heating and Cooling Program
- CSO Pool Communities
- 604B Water Quality Program

- Capital District Youth Center
- Economic Development
- COVID-19 Economic Recovery
- Data Services (Launched capitalregionindicators.org in partnership with Capital Region Chamber, Community Foundation, and AVAIL Labs at UAlbany)

Thank you to the CDRPC team for a successful 2020 during very challenging times.

10. Other Business

No new business to discuss.

11. Adjournment

Gary Hughes made a motion to adjourn at 10:40 a.m. and Bill Bruce seconded it. The motion passed unanimously. The meeting was adjourned at 10:40 a.m.

The Next Commission Meeting is March 17, 2021 10:00 am.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Lawrence R. Schillinger
Secretary / Treasurer