

COMMISSION MEETING
10:00 am, Wednesday, March 17, 2021

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, March 17th meeting will be held virtually through Zoom Meetings.

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

Others Present:

Members / Others Absent: , B. Joe Landry

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

Presiding, Michael Stammel, Chair, called the meeting to order at 10:03 am.

1. Welcome & Introductions

Chair Stammel welcomed everyone to the meeting.

2. Approval of January 20, 2020 meeting notes

Actions Taken

Barbara Mauro made a motion to approve the January 20, 2020 meeting minutes and Craig Warner seconded it. The motion passed unanimously.

3. Financial Statements Through February 28, 2021

Mark Castiglione presented the current financial statements through February 2021 for Board approval and review. First quarter invoices have been sent to the counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly. February revenues from NYSERDA are not yet reflected in the income statement.

Through two months of the fiscal year, revenues are at 10% of the budgeted amount and expenses are at 16%. Par = 16%.

As noted on the Balance Sheet, on February 28 we had \$159,335.66 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding

receivables total \$117,611. The majority of the receivables reflect the payment due to CDRPC from DOT, DEC and \$54,000 from the DOS for our administration of the CSO Corporation.

Action Taken

Gary Hughes made a motion to approve the Financial Statements through February 28, 2021 and Lucille McKnight seconded it. The motion was approved unanimously.

4. Pre-Audit Financial Statements

For the year, the revenues were at 89% while expenses are at 86% to budget based on the revised 2020 budget adopted by the board. The revenues reflect the final billings through the fourth quarter of 2020 and all expenses have been accounted for. Unless there are adjustments made as a result of the audit, the Commission ended the year with a net operating surplus of \$48,215.73 increasing the Unreserved Fund Balance to \$541,083.79. The Fund Balance does not include Compensated Absences owed to the staff nor our long term obligations to the NYS Retirement system which are considered a long-term liabilities. A final audited financial statement prepared by the auditing firm engaged by the Commission will be presented at the May or July meeting.

There was a question asked about cost savings due to COVID. There has been less travel expenses incurred due to online meetings, and there was no intern hired. There were also no meeting expenses incurred.

Action Taken

Lucille McKnight made a motion to approve the pre-audit financial statements, and Barbara Mauro seconded it. The motion was approved unanimously.

5. Staff Report

With the uptick in COVID-19 cases in the region, the requirement for staff to come in at least two days a week has been suspended. About half the staff are coming in regularly and the other half are mainly working remotely. We will keep this arrangement until the trend in COVID cases declines substantially.

- Several projects were highlighted and are listed below.
- CDRPC CARES Act Funding Update
- Four Subawards Executed (\$150,000):
- CDRPC CECF Leadership Round
- CDRPC Spring Webinar Series
- CDRPC Geographic Information System (GIS) / CDRPC Geographic Information System (GIS):
- Clean Energy Communities Program:

- CDRPC has been awarded an additional \$5.3 Million dollars to cover 5.5 years of funding for the Clean Energy Communities Program Leadership Round.
- HeatSmart Capital Region, CDRPC Secures Marketing Grant
- CDRPC Technical Assistance Program
- CDRPC Provides Tech Assist on CDTC Projects:
- Northern Border Regional Commission (NBRC)
- IMPLAN economic analysis / Foreign Trade Zone (FTZ-121)-
- EDA Program and Federal Funding Liaison
- Albany Pool CSO LTCP
- CDYCI RTA Plans and other Facility Operations.

6. Presentation: Clean Energy Communities Program – Leadership Round (Todd Fabozzi)

Phase 1 of the CEC program was completed July 2020. A new leadership round contract was awarded August of 2020. This round was extended to 5 ½ years from the original 3 years (which was extended to 4). Also, the award is \$5.2 million dollars this time, up from \$3 million last contract.

The infrastructure of the program was laid out to the Communities. Tech support was supplied to Communities, as well as match free grant funding opportunities. Also, there are outreach coordinators in all 4 Communities involved in the program and the approximate cost for these coordinators is \$70,000 / month in billings.

The first round of the contract required 4 high impact actions out of 10 be achieved in order to secure the funding. This contract requires 3 more out of a total 13.

There are categories designated in the grant. Designation Grants: 4 actions achieved = \$5,000 on an accumulating points basis. The points are calibrated to the reductions of Greenhouse emissions anticipated by the Community during the time period of the grant. As the Communities hit their projected levels they qualify for the grant money. This is done for each action. Stretch Code: Grant money in excess of \$50,000 if the Community population is higher than 40,000. It is only approximately \$5,000 for populations with less than 40,000.

There have been campaigns started to promote Solar energy, Electric Car usage and Clean Energy.

7. Other Business

There was no new business to discuss.

8. Adjournment

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

The Next Commission Meeting is May 19, 2021 10:00 am.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Lawrence R. Schillinger
Secretary / Treasurer