

COMMISSION MEETING
10:00 am, Wednesday, May 19, 2021

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

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

Others Present:

Members / Others Absent: Willard Bruce, Lucille McKnight, Opal Hinds, Jason Kemper, Joe Landry

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

Presiding, Michael Stammel, Chair, called the meeting to order at 10:06 am.

1. Welcome & Introductions

Chair Stammel welcomed everyone to the meeting.

2. Approval of March 17, 2021 meeting notes

Actions Taken

Craig Warner made a motion to approve the March 17, 2021 meeting minutes and Barbara Mauro seconded it. The motion passed unanimously.

3. Financial Statements Through April 30, 2021

Introduced to the Board for their review and approval were the current financial statements through February 2021. First quarter invoices have been sent to the counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly. Q1 revenues from our granting agencies are also reflected.

Through four months of the fiscal year, revenues are at 30% of the budgeted amount and expenses are at 30%. Par = 33%.

As noted on the Balance Sheet, on April 30th we had \$221,161.70 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding

receivables total \$208,841. The majority of the receivables reflect the payment due to CDRPC from our Q1 billing and \$54,000 from the DOS for our administration of the CSO corporation.

Action Taken

Barbara Mauro made a motion to approve the Financial Statements through April 30, 2021 and Craig Warner seconded it. The motion was approved unanimously.

4. Internship Programs

Mark Castiglione requested the board authorize a new application to the NYSERDA Clean Energy Internship Program. The program will fund 90% of intern wages on a reimbursement basis up to 960 hours at \$17/hr.

The program requires a 10% match on the wage rate and does not cover fringe. Assuming we hire an intern at \$17/hr at 10 hours/ week for the remainder of the year (270 hours), total wages would equal \$4,590.

CDRPC Planning Internship

CDRPC would like to resume our traditional planning internship program this summer. The budget anticipates full time for 12 weeks during the summer and part time during the fall semester at \$14/hr. Total direct labor cost would be around \$11,000. Revenues from our existing grant programs will fund this position as has historically been the case.

Board action is requested to authorize staff to apply for the NYSERDA Clean Energy Internship Program. Funding approval for the Planning Internship program will be made if the board approves the budget amendment.

Action Taken

Barbara Mauro made a motion to approve the internship programs, and Judith Breselor seconded it. The motion was approved unanimously.

5. Flex Spending Account

Mark Castiglione requested the board authorize the establishment of the Flexible Spending Account (FSA) for CDRPC employees. An FSA enables employees to save tax dollars while receiving more for their employee benefits dollar. By participating in an FSA, employees can pay for certain health care expenses and adult and child day care expenses with pre-tax dollars. Because employees make pretax contributions which lowers their salary, CDRPC can also save money on payroll taxes.

More information is included in the supporting documentation.

Employees will be able to contribute up to \$2500 for health plan and \$5000 for dependent care.

The CDPHP Plan includes a \$5.25 monthly charge per employee. CDRPC is not proposing any employer contributions to the employees FSA accounts. What they are proposing is an FSA that covers eligible health care and dependent care expenses.

For health FSA, employees may receive a debit card that can be used for eligible health expenses. For dependent care, employees must file a claim for reimbursement to draw down funds they have contributed to their account. Employee participation is optional.

Board action is requested to authorize the creation of an FSA account to support health and dependent care expenses with no employer contribution and authorize staff to execute the agreement with the provider.

There was a discussion about what happens if an employee leaves the company immediately after using all their benefits in the program. There were questions on how CDRPC may be able to get that money back other way. We will ask CDPHP if they have any safeguards for that.

Action Taken

Craig Warner made a motion to approve the flexible spending program, and Scott Bendett seconded it. The motion was approved unanimously.

6. Budget Amendment

Budget amendments have been presented to the Board. The amendments include adjusted revenues and expenses related to the internship program and establishment of the FSA account. As noted on prior memos, funding for the intern programs will come from a NYSERDA grant and our other grant programs.

Board action is requested to approve the budget amendment.

CDRPC Proposed 2021 Budget Amendment, May 2021

Account	2020 Actual	2021 Adopted	2021 Proposed	
			Amount	Change from adopted 2020 Budget
REVENUE				
R2390 County Contributions: \$209,575				
R2390.1 Albany County	74,590	74,590	74,590	-
R2390.2 Rensselaer County	39,091	39,091	39,091	-
R2390.3 Saratoga County	53,847	53,847	53,847	-
R2390.4 Schenectady County	37,938	37,938	37,938	-
R2401.0 Interest & Earnings	98	100	100	-
R2770.1 Miscellaneous	229	100	100	-
R2770.3 Contractual Services	37,636	25,000	25,000	-
R2770.4 FTZ#121	12,500	12,500	12,500	-
R2770.5 CDRPC Workshops/Special Events	4,941	5,000	5,000	-
R2770.6 CDYCI	102,000	102,000	102,000	-
R3900.3 NYSERDA	276,369	350,000	354,131	4,131.00
R3900.6 LTCF CSO	116,734	120,000	120,000	-
R4000.2 EDA	99,456	242,000	242,000	-
R4000.3 Water Quality	58,595	55,000	57,000	2,000.00
R4000.4 UPWP	151,135	130,000	140,000	10,000.00
Gross Revenue	1,065,159	1,247,166	1,263,297	16,131.00
EXPENSE				
E.1010 Salaries	620,415	647,599	647,599	-
E.1030 Temporary Services	3,353	15,300	30,670	15,370.00
E.2010 Office Equipment	8,009	12,835	12,835	-
E.2020 Furniture & Furnishings	-	1,000	1,000	-
E.4020 CDRPC Workshops/ Special Events	224	7,200	7,200	-
E.4021 Conference Registrations/Sponsor	1,887	5,000	5,000	-
E.4030 Consultant Services	40,955	47,200	47,200	-
E.4031 EDA Cares Act Sub Awards	-	100,000	100,000	-
E.4040 Agency Memberships	1,250	5,300	5,300	-
E.4051 Computer Supplies/Software	10,319	13,940	13,940	-
E.4055 Data Purchases	250	530	530	-
E.4060 Equipment Maintenance	614	1,500	1,500	-
E.4070 Office Supplies	2,310	3,400	3,400	-
E.4080 Books & Journals	544	500	500	-
E.4090 Printing & Publishing	1,233	5,000	5,000	-
E.4110 Rent	63,739	64,200	64,200	-
E.4121 Telephone/Internet	4,199	4,200	4,200	-
E.4130 Travel	2,300	10,000	10,000	-
E.4140 Equipment Repairs	-	500	500	-
E.4150 Postage	263	500	500	-
E.4160 Miscellaneous	86	500	500	-
E.4170 Payroll Services	2,535	2,900	2,900	-
E.4190 Contingent Fund	-	1,000	1,000	-
E.4200 Insurance-General	2,006	4,000	4,000	-
E.4210 Meeting Expenses	221	500	500	-
E.5300 Banking Fees	993	1,500	1,500	-
E.8010 NYS Retirement	65,549	70,678	70,678	-
E.8030 FICA	47,739	50,712	51,888	1,175.81
E.8040 Ins.-Worker's Comp. & Dis.	1,806	3,000	3,000	-
E.8050 Ins.-Health	142,980	143,972	144,476	504.00
E.8060 Ins.-Unemployment	647	1,800	1,800	-
E.8070 Prof. Memberships	1,445	1,500	1,500	-
E.8080 Continuing Education	310	1,500	1,500	-
*Gross Expenses	1,056,198	1,229,266	1,246,316	17,049.81
Net Operating Income	8,961	17,900	16,981	
A825 Fund Balance-Reserved				-
A909 Fund Balance-Unreserved	(\$8,961)	(\$17,900)	(\$16,981)	-
Net Income	\$ -	\$ -	\$ -	\$ -

* Adjusted 2020 total to include reconciliation adjustment, depreciation, compensated absences and negative PFL adjustment

Action Taken

Barbara Mauro made a motion to approve the budget amendments and Judith Breselor seconded it. The motion was approved unanimously.

7. CARES Act Subaward- Saratoga County

Presented 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.

Saratoga County has identified the Saratoga Economic Development Corporation (SEDC) as the entity to receive their allocation for pandemic economic recovery work. The draft MOU including scope of work is attached.

Board action is requested to approve the agreement with SEDC, authorize the Executive Director to negotiate the final agreement scope and language, and authorize the Executive Director to execute the agreement.

Action Taken

Craig Warner made a motion to approve the CARES act subaward- Saratoga County, approve the agreement with SEDC, authorize the Executive Director to negotiate the final agreement scope and language, and authorize the Executive Director to execute the agreement. and Barbara Mauro seconded it. The motion was approved unanimously.

8. CSO Memo

The program is still on track with several projects moving forward well above the Consent Order deadlines. Board members can view the progress of the Long Term Control Plan at the project website: www.albanypoolcso.org

The marquee project, The Beaver Creek Clean River Project is underway. Four of the projects' major 5 phases have been awarded and Noticed to Proceed. One Phase, the 3rd Ave. tunneling project, has been bid and a contract is ready for execution, however as project cost estimates have exceeded the original budgeted and bonded amount, the communities will need to revise their bond resolutions and project finance agreements to ensure enough funding is available to award and notice to proceed. The Communities have been working together to revise their cost estimates based upon the latest project cost estimate of \$55m. Albany, Troy, Cohoes and Watervliet are bonding for their shares of the project, Rensselaer and Green Island are relying on credit and cash contributions, respectively.

Several hurdles have been cleared for the "Big-C" project thanks to the coordination and creative thinking by the County Water Purification District, the Albany Water Board and the Joint Venture engineering team. In addition to plant modifications reported to in a prior CSO memo to the board late latest year, the Water Board will be installing throttle gates upstream of the plant to protect the screens, as DEC and EFC were concerned about high volume flows damaging the screens at the plant. Albany is working to value engineer the 3rd avenue tunneling project to save significant funds by limiting tunnel shafts and the Water Board's revised permit has been re-issued without comment. Albany continues to advance design of the Beaver Creek Clean River Project. Progress is reported though the city's website:

www.albanyny.gov/Government/Departments/WaterAndWaterSupply/BeaverCreekCleanRiverProject.aspx

Troy and Cohoes continue to make headway on their sewer separation projects for Polk, Vliet Avenue and Columbia Street. Plan and spec for those projects are on schedule.

CDRPC has an executed grant contract with NYSDOS for \$432,000 – a 90% reimbursement that will be applied to CDRPC administration, legal services and general engineering.

The 2020 audit wans annual reporting were completed late last year, and the corporation had a clean opinion from our auditors. We continue to work with the communities to reconcile their balances and ensure program costs are accounted for and accurate.

9. Amendment to meeting schedule

While every effort is made to avoid scheduling things which conflict with our adopted board meeting schedule, this year there is a conflict with our July meeting date and Mark Castiglione requested that the board amend its meeting schedule shift the July 21st meeting to July 28th. No other changes to the remaining meeting schedule are proposed.

Action Taken

Barbara Mauro made a motion to approve the amendment to the meeting schedule, and Craig Warner seconded it. The motion was approved unanimously.

10. Staff Report

Below are some highlights from the Staff Report for each program CDRPC is involved with.

- 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.
- Jill Henck and her husband Terrance welcomed a new baby girl, Ayla May Henck (8 lbs 6 oz 21 inches), on May 6. Jill will be out on paid family leave for three months. Congrats and best wishes to Jill and her family!
- All Five CARES Subawards to be Executed (\$200,000):
- **Economic Recovery Dashboard:** CDRPC has launched an economic recovery dashboard. <https://cdrpc.org/covidrecoverydashboard> to track emerging trends.
- **CDRPC CECP Leadership Round:** Mid 2020, CDRPC was awarded \$5.3 Million dollars to cover 5.5 years of funding for the Clean Energy Communities Program Leadership Round. The contract with NYSERDA was fully executed in October. Multiple communities have benefited from this program.
- **CDRPC Spring Webinar Series:** CDRPC successful planning and zoning webinar series continues this spring with 11 webinars scheduled. 2021 Webinar Dates (Wednesdays at 1pm*). Tickets are available for \$15 which provide access to the entire series. Tickets available here: <https://www.eventbrite.com/e/cdrpc-spring-2021-webinar-series-tickets-141048248107>
- **Social Media Footprint Growing-Facebook follows surpass 850:** We continue to make use of social media tools including Facebook, Twitter and LinkedIn.
- **5 School Enrollment Projections Completed:** CDRPC staff completed enrollment projection for Shenendehowa, Bethlehem, East Greenbush, Ballston

Spa and Voorheesville CSD school districts. We are currently working on the projection for the South Colonie District.

- **Data Updates:** CDRPC continues to update our website's data. CDRPC had also created the Capital Region Economic Dashboard to help monitor the region's economic recovery from COVID.
- **CDRPC Geographic Information System (GIS):** Staff continues to update and maintain its GIS, utilize the system for internal project analysis, and to provide GIS products and services to local governments, agencies and citizens on request.
- **HeatSmart Capital Region:** Staff continues to work to execute the campaign, promoting the benefits of clean heating and cooling technologies, and developing leads for the programs affiliated contractors.
- **CDRPC Technical Assistance Program:** In conjunction with CDTC, CDRPC has awarded technical assistance to four communities for 2020 into 2021, with work completed or underway.
- **CDRPC Provides Tech Assist on CDTC Projects:** The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, Capital District Clean Communities Coalition, the Regional Linkage Forum, Complete Streets Task Force, and the Freight Committee.
- **EDA Sprint Challenge Grants:** Kate Maynard connected CEG and the Troy Center of Gravity in their application to the EDA SPRINT Challenge grant program for a \$750,000 grant. The program aims to help prevent, prepare for, and respond to the coronavirus pandemic and future pandemics.
- **CDRPC hosted NBRC Grant Webinar:** *Economic and Infrastructure program is currently open for applications* and allows for project submissions of up to \$1 million total project cost to be considered. CDRPC hosted a webinar on the funding opportunity featuring staff from NBRC and NYS DOS who oversee the state priorities for funding.
- **IMPLAN economic analysis:** *Capitalize Albany* has retained CDRPC for continued economic analysis reports of potential projects in the City of Albany.
- **Foreign Trade Zone (FTZ-121):** Plans underway for a regional FTZ workshop for prospective users. Staff is pursuing the potential of a virtual forum in collaboration with CEG, National Grid and potentially Port of Albany for this year.
- **EDA Program and Federal Funding Liaison:** Staff continues to connect member communities with potential federal resources.
- **Capital Region Chamber Bootcamp, Rensselaer Pandemic Response Committee and other Collaboration: Pandemic Response Committee and other Collaboration:** Kate Maynard presented to the Chamber Bootcamp class in February regarding business plan development and demographic and economic data available to inform plans. She also serves on the Rensselaer County Pandemic Response Committee.

- **Albany Pool CSO LTCP:** Staff continues to work closely with Albany, Troy, Cohoes and Watervliet and the Environmental Facilities Corporation (EFC) to review contracts, materials and all associated materials in effort to make costs disburseable to these communities.
- **Tomhannock Watershed Protection Plan Update:** CDRPC has continued to work on the Tomhannock Watershed Protection Plan update, meeting with several program stakeholders that include representatives of County Planning, Health and the SWCD as well as community representatives and organizations active in the watershed.
- **Watervliet Reservoir Protection Plan:** CDRPC continues to make headway on the Watervliet Reservoir Protection Plan update. Several code audits and a set of recommendations for coordinates Site Plan review are underway and meetings with stakeholders have continued.
- **Human Services:** Budgets and Billings: Quarter 4 expenses have been finalized, rates issued by the state and bills sent to the counties. Quarter 1 reporting is pending additional adjustments from Berkshire Farm. 2020-2021 RTA Plans: CDYCI worked with the Counties and OCFS on the submission of the current RTA plans for 2020 and 2021. We have also sent a letter authorizing county reimbursement for the same. Staffing Shortage: Due to persistent staffing shortages at secure detention, and guided by the desire to ensure the safety and security of youth and staff, Berkshire Farm, with the support of OCFS, will suspend female intake at the Capital District Juvenile Secure Detention Facility. We will reassess this situation weekly. Female beds remain available elsewhere in the state. Vaccine Incentive Program: The staffing shortage problem is compounded by the fact that only 8% of facility staff have reported that they have been vaccinated against COVID-19. Berkshire Farm is also working to enhance its employee education and incentive program. The program to date has included a variety of educational interventions and incentives including 4 hours time off and a coffee mug. At CDYCI's request, Berkshire developed an enhanced vaccination incentive program offering \$100 if an employee presents proof of vaccination.

11. Other Business

A question was asked by a Board member if CDRPC can recover any FEMA funding due to downfalls from the COVID-19 pandemic. Since CDRPC was not significantly impacted by COVID-19 it is ineligible to receive any FEMA funds. The Youth Facility is also ineligible to receive FEMA funding.

12. Adjournment

Action Taken

Judith Breselor made a motion to adjourn, and Craig Warner seconded it. The motion was approved unanimously. The meeting was adjourned at 10:45 a.m.

The Next Commission Meeting is July 28, 2021 10:00 am.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Lawrence R. Schillinger
Secretary / Treasurer