

COMMISSION MEETING
10:00 am, Wednesday, July 28, 2021

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, July 28th meeting was held in person at 1 Park Place, Suite 102 and virtually through Zoom.

Members Present: Willard Bruce, Lawrence Schillinger, Kristin Swinton, Scott Bendett, James Shaughnessy, Michael Stammel, Jacqueline Stallone, Joseph Grasso, Amy Standaert, Craig Warner, David Hogenkamp,

Members Present via Zoom Meeting: Barbara Mauro, Judith Breselor, B. Donald Ackerman,

Others Present via Zoom: Heather Lewis, (CPA, Marvin and Company)

Members / Others Absent: Lucille McKnight, Opal Hinds, Joe Landry, Jason Kemper, Gary Hughes

Staff Present: Mark Castiglione, Amy Weinstock, Martin Daley, Todd Fabozzi, Joshua Tocci, Haley Balcanoff, Tom White, 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 May 19, 2021 meeting notes

Actions Taken

Amy Standaert made a motion to approve the May 19, 2021 meeting minutes and Willard A. Bruce seconded it. The motion passed unanimously.

3. Financial Statements Through June 30, 2021

The current financial statements through June 2021 were presented to the Board. Second quarter invoices have been sent to the counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly. Q2 revenues from our granting agencies are also reflected.

Through four months of the fiscal year, revenues are at 48% of the budgeted amount and expenses are at 45%. Par = 50%.

As noted on the Balance Sheet, on June 30th we had \$206,288 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding

receivables total \$ 282,836.99. The majority of the receivables reflect the payment due to CDRPC from our Q1 and Q2 billings and \$111,000 from the DOS for our administration of the CSO corporation.

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.

There is an actual amount of \$375,000 AR today.

Action Taken

Joe Grasso made a motion to approve the Financial Statements through June 30, 2021 and Craig Warner seconded it. The motion was approved unanimously.

4. 2020 Audit

Mark Castiglione present the Board with the FY-2020 Draft audit documents by the accounting firm Marvin & Company Certified Public Accountants and Consultants for their approval and review. Heather Lewis from Marvin & Company provided an overview of the audit's finding.

Information security continues to be a challenging and higher risk area for many organizations. The items identified below are based on current best practices. The Commission should consider the cost/benefit of implementing these best practices in the future.

- There is no computer incident/data breach policy in place.
- IT systems are not adequately protected against fire, overheating, damage due to water, over-voltage, and power failure.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Commission as of December 31, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that

we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Action Taken

Craig Warner made a motion to approve the 2020 Audit and James Shaughnessy seconded it. The motion was approved unanimously.

5. Preliminary 2022 Budget

The proposed 2022 Budget was presented to the Board for their review and approval. The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The Commission will adopt its final budget at the December meeting.

5% Increase is being proposed to each of the 4 Counties. A formal letter will be sent to each County Representative reflecting this proposal and anyone in a leadership role as well. A content memo and copy of the annual report highlighting the accomplishments of CDRPC will be included with all letters. Inflation rates will also be reflected in this letter. \$205,000 in 2002, is equivalent to approximately \$237,000 today.

If a County chooses to defer this 5% increase, all Counties revert to the 2% currently issued. The census reports once released, may also recalibrate population rates and may affect the rates in the future.

Budget highlights include the following:

Revenue:

- Overall, the 2022 proposed budget is 3.38% more than the 2021 budget.
- Our budget request to the counties has remained \$205,466 since 2010. This year, the A&F Committee is recommending the board authorize a 5% increase in the total county contribution to \$215,739. While the proposed request represents a year over year increase, it remains 11% less than the \$ 239,574 that was received from the counties in 2002.

	2002	2003	2004-2009	2010-2021	2022 Proposed	2002-2022 Net Change
Albany County	\$88,115	\$87,901	\$84,663	\$76,197	\$78,319	\$ (9,796)
Rensselaer County	\$45,614	\$45,491	\$43,842	\$39,458	\$41,046	\$ (4,568)
Saratoga County	\$60,011	\$57,666	\$57,666	\$51,900	\$56,539	\$ (3,472)
Schenectady County	\$43,832	\$42,517	\$42,123	\$37,911	\$39,835	\$ (3,997)
Capital District Total	\$ 239,574	\$235,578	\$228,294	\$205,466	\$ 215,739	\$ (23,835)
		\$ (3,996)	\$ (7,284)	\$ (22,828)	\$ 10,273	

Currently, CDRPC is fully leveraged and we do not have funds to pursue additional matching grant programs. What's more, my 2021 budget projections indicated that our estimated match requirement and administrative costs, which total \$239,650, exceeds the contributions from the counties by \$34,184 (\$239,650 - \$205,466).

Match	Funder	CDRPC	Leveraged	Cost
UPWP	75%	25%	\$ 132,521.74	\$ 44,174
EDA	50%	50%	\$ 71,426	\$ 71,426
School Enrollment	100%	0%	\$ 20,474	\$ -
Admin	0%	100%	\$ -	\$ 68,244
NYSERDA	90%	10%	\$ 354,827	\$ 39,425
HeatSmart	100%	0%	\$ 34,000	\$ -
604b	90%	10%	\$ 54,255	\$ 6,028
CDYCI* over spent but no match required	91%	9%	\$ 102,000	\$ 10,352
CSO	100%	0%	\$ 144,107	\$ -
CARES Act	100%	0%	\$ 67,020	\$ -
			\$ 980,631	\$ 239,650

CDRPC 2021 Revenue/Match Estimates

Historically, we have also recalibrated each county's share in the year after a decennial census but since the 2020 census results are still pending, we will recalibrate next year. 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.

- 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 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, 2021 through June 30, 2022. 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 2022 budget anticipates roughly half of the CARES Act funds will be spent in 2022.
- Water Quality (604b): The third full year of the new four-year contract term will be 2022 (April 1, 2019-March 31, 2023), with the NYS Department of Environmental Conservation for activities related to the Water Quality Program. We anticipate receiving roughly \$55,000 annually under the contract but this is subject to change based on the total passthrough amount received by DEC. The budget includes slightly less revenue (\$53,000) this year.
- 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 the same as 2021 based on trends and continued 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 two interns reflected on the Temporary Services line. The intern NYSERDA intern expenses reflect the maximum 900 hours which is 50% funded via the NYSERDA intern program.
- Office Equipment: This includes fees for the office printer and network maintenance management, IT support services, computer equipment and a new server cage.
- CDRPC Workshops: This line is increased anticipating an in person workshop in 2022.

- **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 2021 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, and MS Office 365.
- **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 increase reflects and anticipated 10% rate increase foreshadowed by a notice received by our insurer.

Gross Expenses and Operating Income:

- Based on the proposed budget, we anticipate slight contribution to the Fund Balance during 2022. The Unreserved Fund Balance at the close of 2020 was \$517,411.

Action Taken

Larry Schillinger made a motion to approve the Preliminary 2022 budget, and Jacqueline Stellone seconded it. The motion was approved unanimously.

6. Authorization for NBRC Broadband Grant

CDRPC serves as the Local Development District for the purposes of the federal Northern Border Regional Commission (NBRC). The NBRC will allocate 1.5 million dollars to New York State for broadband projects. New York State will subaward equitable portions of that money to each LDD at roughly \$44,000 per eligible county. In our region, Rensselaer, Saratoga and Schenectady counties are eligible. Eligible project types are inventory, survey and project planning work. This is a non-competitive solicitation and requires no match. A summary of the parameters of the funding opportunity is attached.

CDRPC staff is coordinating with county economic development and other stakeholders to establish a useful scope of work that meets the needs of the counties.

Board action is requested to authorize the Executive Director to develop a scope of work and execute a contract for this NBRC non-competitive funding.

Action Taken

David Hogenkamp made a motion to authorize the Executive Director to develop a scope of work and execute a contract for this NBRC non-competitive funding and Scott Bendett seconded the motion. The motion was approved unanimously.

7. Appointment of Administration Guidelines and Employee Handbook Update Committee

Mark Castiglione requested the Chair appoint a committee to review and update the Administration Guidelines and Employee Handbook. While it's a best practice to review agencies policies periodically, he would like the committee to make recommendations related to remote work. The following Board Members volunteered to serve on the Committee.

Barbara Mauro, Kristin Swinton, Judy Breselor, Jacqueline Stellone.

Action Taken

Craig Warner made a motion to form a committee to review and update the Administration Guidelines and Employee Handbook and appoint Barbara Mauro, Kristin Swinton, Judy Breselor and Jacqueline Stellone to it, and Scott Bendett seconded the motion. The motion approved unanimously.

8. 2020 Annual Report

- Amid social distancing requirements brought on by the COVID-19 pandemic, CDRPC quickly pivoted to offer our planning and zoning workshops in virtual format, hosting a spring and fall webinar series' offering 22 training sessions. Nearly 1200 registrants participated.
- Version 1.0 of a new regional indicators dashboard capitalregionindicators.org was officially launched at an event hosted at the SEFCU auditorium in February 2020. The project is funded by the Capital Region Chamber, the Community Foundation for the Greater Capital Region, the Capital District Transportation Committee, and CDRPC and was developed by the AVAIL lab at UAlbany.
- Significant 2020 GIS mapping projects were performed. They include mapping for the Town of Westerlo, Town of Clifton Park, Tomhannock Watershed Update Study and street analysis for Town of Bethlehem.
- CDRPC produced a number of DataNews articles on various topics which shed light on trends and changes in the data. <https://cdrpc.org/news-events/datanews>

- In 2020, CDRPC provided school enrollment projections for a number of local school districts, including Bethlehem and South Colonie in Albany County; Averill Park and East Greenbush in Rensselaer County and Ballston Spa and Shenendehowa in Saratoga County.
- CDRPC partnered with the Capital District Transportation Committee (CDTC) on the third year of the Community Technical Assistance Program. In 2020, CDRPC completed four technical assistance projects and started four additional projects which continue into 2021.
- CDRPC completed the first iteration of the Clean Energy Communities program in July 2020. The \$4 million-dollar program which began in 2016 assisted 208 communities in complete 670 high impact actions, 128 communities achieved CEC designation and facilitated nearly \$8 million in municipal grant awards for clean energy projects territory wide. Within the immediate Capital Region, 38 communities achieved CEC designation securing \$2.6 million match free grants for clean energy projects.
- CDRPC was awarded a second grant for our regional administration of the Clean Energy Communities Program in 2020. The grant covers the first term of a 5.5-year engagement for the CEC Program. CDRPC administers the program with partners in the Capital Region, Mid-Hudson, Mohawk Valley and North Country. Outreach coordinators in these regions help municipalities complete clean energy High-Impact Actions to achieve CEC designation and assist communities to qualify for match-free grants for clean energy projects.
- Beginning in April 2019, CDRPC has been working on the Clean Heating and Cooling Communities Campaign-conducting community-based outreach, education, and installer promotion for clean heating and cooling (CH&C) technologies (e.g., ground- and air-source heat pump systems). The campaign increases education and awareness of CH&C technologies and their financial and environmental benefits. Campaign outreach, educational, and marketing events are underway. For more information see: www.heatsmartcapitalregion.com
- CDRPC coordinates a jointly implemented 15-year CSO Long Term Control Plan (LTCP). This \$136 million-dollar project administered collectively by six municipalities and two sewer districts is an unprecedented collaboration to complete more than 50 abatement projects to improve water quality in the Hudson and its tributaries.
- CDRPC provides a variety of water quality technical assistance to communities and organizations through a partnership program with NYS Department of Environmental Conservation.
- CDRPC was awarded funding through the CARES Act to support economic recovery. Grant funds were allocated to support CDRPC technical assistance, develop a COVID recovery dashboard, \$50,000 subawards to economic develop partners within the four-county area and recovery planning.

- CDRPC launched a new economic impact analysis program in 2017 and has continued to provide these services to economic development organizations in the region. In 2020, CDRPC conducted several studies for organizations around the region including: 700 Clinton Square, Capitalize Albany Corporation, Albany County 745 Broadway, Capitalize Albany Corporation, Albany County 1211 Western Ave, Capitalize Albany Corporation, Albany County.
- CDRPC hosts and provides management services to the Capital District Youth Center, Inc (CDYCI). Administered by CDYCI and operated by the Berkshire Farm Center for Youth, the Capital District Juvenile Secure Detention Facility has provided significant savings for the member counties since it opened in 1997
- Facility operator Berkshire Farm developed a detailed action plan governing operations amid the COVID-19 pandemic. The plan included more detailed procedures related to the use of PPE, intake screening, quarantine and visitation.
- Facility operator Berkshire Farm hired Joe Mancini as Secure Detention Facility director in the summer of 2020.

9. Other Business

- Mark Castiglione asked the Board if the meetings should be continued to be aired live on youtube since they were now being held in person and less on zoom. It was decided to continue broadcasting for transparency, as well as changes that may occur to protocols in the future as COVID-19 situations change.
- During the 2020 Audit report, cyber security issues were raised by Marvin & Company. We are currently OK with what we have and have not been subject to ransomware attacks. Insurance policies typically do not cover these types of attacks so getting a new policy would not be beneficial. We currently have our server backed up daily and our information also stored on the Cloud. Northeast Network Solutions monitors the traffic on our server, as well as managing our server and data. Staff is also required to complete cyber training annually.

10. Adjournment

Action Taken

David Hogenkmp made a motion to adjourn, and James Shaughnessy seconded it. The motion was approved unanimously. The meeting was adjourned at 10:45 a.m.

The Next Commission Meeting is October 20, 2021 10:00 am.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Lawrence R. Schillinger
Secretary / Treasurer