COMMISSION MEETING

**10:00 am, Wednesday, October 20, 2021**

*Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission’s (CDRPC) 10am, October 20th meeting was held in person at 1 Park Place, Suite 102 and virtually through Zoom.*

**Members Present:**,

**Members Present via Zoom Meeting:** Lawrence Schillinger, Scott Bendett, Judith Breselor, James Shaughnessy, Michael Stammel, Joseph Grasso, Opal Hinds, Jason Kemper, Amy Standaert, Craig Warner, David Hogenkamp, B. Donald Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

**Others Present via Zoom:**

**Members / Others Absent:** Willard Bruce, Lucille McKnight, Kristin Swinton, Jacqueline Stallone,

**Staff Present:** Mark Castiglione, Amy Weinstock, Martin Daley, Todd Fabozzi, Joshua Tocci, Haley Balcanoff, Tom White, Tara Donadio, Amanda Diaz, Kate Maynard

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

**1. Welcome & Introductions**

 Chair Stammel welcomed everyone to the meeting.

**2. Approval of July 28, 2021 meeting notes**

**Actions Taken**

 Gary Hughes made a motion to approve the July 28, 2021 meeting minutes and Barbara Mauro seconded it. The motion passed unanimously.

**3. Financial Statements Through September 30, 2021**

 The current financial statements through September 2021 were presented to the Board.

 Third quarter invoices are being finalized for submission to the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, EDA, NYSERDA and the UPWP (Transportation) work programs. Amounts reflected in the financials are preliminary. Final quarterly billings have been sent to Schenectady and Saratoga Counties.

 Through September 30, revenues are at 70% and expenses are at 69%. Par is 75%. We’re tracking under on the expense side primarily due to CARES act passthrough grants.

 As noted on the Balance Sheet, on September 30th we had $283,582 cash in the bank not including amounts for the NYSERDA CECP program and the CD. A new bank account for the FSA/ Dependent care savings has now been added. The outstanding receivables total $429,281.45. The majority of the amounts owed are related to NYSERDA, CSO and the Q3 billings.

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**Action Taken**

 Barbara Mauro made a motion to approve the Financial Statements through September 30, 2021 and Judith Breselor seconded it. The motion was approved unanimously.

**4. Appointment of the Nominating Committee**

 The Chair of CDPRC annually appoints a nominating committee to identify the slate of Officers. With the adoption of revised bylaws in 2019, the Commission’s officer titles and duties were updated to Chair, First Vice-Chair, Second Vice-Chair and a Secretary- Treasurer. Included are the Officer duties listed below. Each county must be represented in an Officer role, Officers are elected at the December (or January if 2022 county appointments are pending) meeting and serve for one year, and all Officers serve of the Administrative and Finance Committee.

 Barbara Mauro and Judith Breselor volunteered to be on the Committee. They recommended Kristin Swinton be a member as well.

 **Action Taken**

 Chairman Stammel appointed Barbara Mauro, Judith Breselor and Kristin Swinton as members of the Nominating Committee. The appointment was approved unanimously.

**5. Accept Climate Leadership Coordinator Grant**

CDRPC was notified that it has been selected to receive a grant from the NYS DEC for administration of Climate Leadership Coordinator (CLC) Services for the Eastern Territory of New York State. This service area has the same footprint as the NYSERDA Clean Energy Communities program (CECP). Outreach for each program include synergies related to the other.

 Our grant proposal includes $1.2 million dollars, of which $140,000 would be due to CDRPC annually to fund a new outreach coordinator and regional program administration. Remaining funds will be passed through to our program partners serving the Hudson Valley, North Country and Mohawk Valley regions. There is no match requirement. Once the program is up and running, all three of our CECP and CLC coordinators will work on both programs.

 Board action is requested to accept the grant and authorize the Executive Director to negotiate final contract terms and execute the contract with the granting agency and subcontractors on behalf of the Commission.

**Action Taken**

 Scott Bendett made a motion to approve the Executive Director to accept the Climate Leadership Coordinator Grant and authorize the Executive Director to negotiate final contract terms and execute the contract with the granting agency and subcontractors on behalf of the Commission. and Barbara Mauro seconded it. The motion was approved unanimously.

**6. Appointment of Haley Balcanoff as Sustainability Planner**

With the advent of the Climate Leadership Coordinator funding awarded to CDRPC, Mark Castiglione recommended the promotion of Haley Balcanoff from Sustainability Intern to Sustainability Planner with a starting salary of $55,000.

 Ms. Balcanoff started with CDRPC as a NYSERDA-funded intern in January of 2021and has continued to add to her responsibilities supporting the Clean Energy Communities Program and our outreach coordinators. She holds a BA in English and an MS in Sustainable Environmental Systems, with Distinction from the Pratt Institute of Architecture, Graduate Center for Planning and the Environment. Her resume is attached.

 As a Sustainability Planner, Ms Balcanoff will join our other outreach coordinators in their work related to the CECP and CLC programs.

 Pursuant to the CDRPC’s Administrative Guidelines, “*It shall be the policy of the Commission to promote from within its ranks provided that qualified personnel are available; Recommendations for promotion and upgrading shall be made by the Executive Director, after consultation with the immediate supervisor and other appropriate personnel, to the Commission for approval;* and *All appointments to annual-salaried positions on the staff require the approval of the Commission pursuant to the recommendation of the Executive Director*,” board action is requested to promote Haley Balcanoff to the position of Sustainability Planner conditioned upon the execution of the Climate Leadership Coordination grant.

**Action Taken**

 Judith Breselor made a motion to authorize the appoint Haley Balcanoff to the position of Sustainability Planner, conditioned upon the execution of the Climate Leadership Coordination Grant, and Craig Warner seconded the motion. The motion was approved unanimously.

**7. 2021 Budget Update**

 The attached budget reflects adjustments reflecting the revenues from the Climate Leadership Coordination (CLC) grant and the costs associated with the appointment of a new full time employee. It anticipates revenues and expenses for the last two months of the year. The UPWP revenue line decrease reflects, generally, Todd’s budgeted hours being redirected to the CLC grant.

 Board action is requested to approve the revised 2021 budget.

**Action Taken**

 Joe Grasso made a motion to approve the 2021 budget update and Barbara Mauro seconded the motion. The motion was approved unanimously.



**8. Resolutions to Participate in the NYS Health Insurance Program**

 During the Executive Director’s first review of the CDRPC Administrative Guidelines in 2017, it was discovered that the section on health benefits stated that, “All permanent full-time salaried employees of the Commission are covered under the New York State Health Insurance Program (NYSHIP)…” I had asked our previous Office Manager to check on our NYSHIP eligibility as we were not participating in NYSHIP. We were offering small group CDPHP and MVP plans to our employees. After the investigation, we were told that we were not eligible.

 During the latest review, the Executive Director asked our new Office Manager, Amy Weinstock, to investigate and the result is that CDRPC is eligible to be a Participating Employer in NYSHIP and offer associated plans. Being that NYSHIP offers “large group” insurance, the rates are less expensive overall. Commensurate CDPHP HMO plans offered under NYSHIP compared to our current small group pricing is as follows:

 Family: NYSHIP $1,934/mo; Current, $2,335/mo.

 Single: NYSHIP, $792/mo; Current, $820/mo

 Annual cost saving to the Commission based on the 2021 rates and staffing would be $10,761.

 Participating Employers are also obligated to offer the Empire Plan.(PPO). The 2021 rates for the Empire Plan are Family: $2,071 Single: $838.

 CDRPC employee will also be eligible for GHI Dental and Vision plans. More information on NYSHIP programs and insurance is here: [https://www.cs.ny.gov/employee- benefits/nyship/shared/publications/choices/2021/active-choices-2021.pdf](https://www.cs.ny.gov/employee-%09benefits/nyship/shared/publications/choices/2021/active-choices-2021.pdf)

 Board action is requested to adopt the following resolutions:

1. Resolution Electing Participation New York State Health Insurance Program
2. Resolution Electing Participation In The M/C Dental Insurance Program
3. Resolution Electing Participation In The M/C Vision Program

**Action Taken:**

Commissioner Stammel made a motion to approve following resolutions:

Resolution Electing Participation New York State Health Insurance Program

Resolution Electing Participation In The M/C Dental Insurance Program

Resolution Electing Participation In The M/C Vision Program

 The motion and resolutions were approved unanimously.

**9. CSO Update- Martin Daley**

Martin Daley presented the Board with an update to the Albany Pool Communities Combined Sewer Overflow Long Term Control Plans. He also discussed the Beaver Creek Clean River Project in detail.

**10. Update from the Administrative Guidelines Committee**

There are some provisional changes, as well as language changes regarding the remote work policy. There will be an additional to the guidebook to reflect the FSA adoption. The Committee hopes to have its presentation and recommendations presented to the Board by the December meeting.

**11. Staff Report**

* CDRPC was notified that it has been selected to receive a grant from the NYS DEC for administration of Climate Leadership Coordinator (CLC) Services for the Eastern Territory of New York State.
* Our grant proposal includes $1.2 million dollars, of which $140,000 would be due to CDRPC annually to fund a new outreach coordinator and regional program administration. Remaining funds will be passed through to our program partners serving the Hudson Valley, North Country and Mohawk Valley regions. There is no match requirement.
* CDRPC partnered with CEG to commission a supply chain study to examine with upstream and down stream opportunities related to the clean energy sector and, more specifically, offshore wind. CDRPC allocated $50,000 of CARES act funds set aside for pandemic recovery planning. CEG and National Grid are providing the balance of funding for the $130,000 project.
* CDRPC has executed all five subaward MOUs in support of regional recovery work with Advance Albany County Alliance, LDC; the Community Loan Fund of the Greater Capital Region; the Rensselaer County; the Saratoga Economic Development Corporation, Saratoga County; and Schenectady Metroplex.
* The recovery dashboard was developed by EImpact and will be updated regularly. The dashboard includes a cross-section of employment, industry sector, mobility and in-migration data for the region.
* Social Media Footprint Growing-Facebook follows surpass 850: There is continued use of social media tools including Facebook, Twitter and LinkedIn.
* As CDRPC continues to analyze the recently released 2020 Census Redistricting data, we have been posting updates and tools on our 2020 Census page. This page features maps of the Capital Region displaying population change and the change in housing units across the region from 2010-2020. The Capital Region was one of only four regions (New York City, Long Island, Mid-Hudson, Capital Region) in New York State to see population growth between 2010 and 2020!
* The Summer 2021Newsletter featured important regional news, updates about training and webinars, updated grant opportunities, an analysis of how American Rescue Plan funding was dispersed amongst the region, and an overview of the Technical Assistance Program.
* CEC: 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.
* In conjunction with CDTC, CDRPC has awarded technical assistance to five communities in 2021, with work completed or underway.
* EDA Build Back Better Regional Challenge: 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. s
* CDRPC partnered with CEG to commission a supply chain study to examine with upstream and down stream opportunities related to the clean energy sector and, more specifically, off shore wind. CDRPC allocated $50,000 of CARES act funds set aside for pandemic recovery planning. CEG and National Grid are providing the balance of funding for the $130,000 project.
* As the formally appointed Local Development District for the NBRC, CDRPC provides outreach and information on available federal grant programs for eligible communities within Rensselaer, Saratoga and Schenectady counties.
* CSO Corp: 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 disbursable to these communities.
* Watershed Protection Planning: Code audits are ongoing. Additional stakeholder meetings, including site visits, have taken place and the final report is being drafted. Staff has worked closely with DEC and DOH staff to review guidance material and provide feedback on the tool kit the agencies have provided.
* Human Resources CDYCI: Budgets and Billings: Quarter 2 expenses have been finalized, rates issued by the state and bills send to the counties. Quarter3 reporting is pending additional adjustments from Berkshire Farm.
* Staffing issues persist in the Facility leading to no female intake.
* Facility Improvement and Expansion Project: In June, CDYCI received a “green light” to proceed with the facility improvement project which was suspended by OCFS amid the pandemic. The Schematic Design phase has been completed and bids for a Construction Manager are currently being reviewed. The revised cost estimate for the project is roughly $11,000,000.

**12. Other Business**

 No new business to discuss.

**13. Adjournment.**

 The next meeting will be held on Wednesday, December 15, 2021 at 10:00 a.m.

 Craig Warner made a motion to adjourn, and Scott Bendett seconded it. The motion was approved unanimously.

 The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Amy Weinstock

Office Manager

Reviewed and approved by

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Lawrence R. Schillinger

Secretary / Treasurer