

COMMISSION MEETING

10:00 am, Wednesday, January 19, 2022

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

Members Present: Willard A Bruce, Craig Warner

Members Present via Zoom Meeting: Lawrence Schillinger, Kristin Swinton, Scott Bendett, Judith Breselor, Michael Stammel, Jacqueline Stallone, Joseph Grasso, Opal Hinds, Jason Kemper, David Hogenkamp, B. Donald Ackerman, Gary Hughes, Barbara Mauro

Others Present via Zoom:

Members / Others Absent: Lucille McKnight, James Shaughnessy, Joe Landry

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

Presiding, Michael Stammel, Chair, called the meeting to order at 10:00 am.

1. Welcome & Introductions

Chair Stammel welcomed everyone to the meeting.

2. Election of 2022 Officers

The Nominating Committee presented the following proposed slate of officers for 2022 to the Board for discussion and election. Nominations may also be made from the floor. The term of office is one year for the following positions: Chair, First Vice Chair, Second Vice Chair, and Secretary/Treasurer.

Chair: Craig Warner (Saratoga County)

First Vice-Chair: Joe Landry (Schenectady County)

Second Vice Chair: Lawrence R. Schillinger (Albany County)

Secretary/Treasurer: Jacqueline Stellone (Rensselaer County)

Chairman Stammel made a call for nominations from the floor. There were no nominations made from the floor.

Actions Taken

Willard A Bruce made a motion to elect the proposed slate of 2022 Officers as presented by the Nominating Committee, and David Hogenkamp seconded it. The Officers were elected unanimously.

3. Approval of December 15, 2021 meeting minutes

Willard A Bruce made a motion to approve the December 15, 2021 meeting minutes and Barbara Mauro seconded it. The motion was approved unanimously.

4. Financial Statements December 31, 2021

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

All invoices have been sent to the counties and final quarter billings will be completed in January 2022.

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 2021 along with the employee health insurance. Also, the New York Retirement bill payment due in February 2022 was paid in December the amount of \$65,549.44.

Through twelve months of the fiscal year, revenues are at 98.2% of the budgeted amount and expenses are at 94.7%. Par = 100%. The estimated net operating surplus through December is \$40,218.51. Additional adjustments related to compensated absences and pension obligation will reduce the surplus before it's finalized.

The overage in the Miscellaneous Income line reflects paid family leave reimbursement. The overages on the expense side include Consultant Services resulting from a CARES act supply chain project that while approved, wasn't in the budget; Printing and Publishing due to an underestimate of Facebooks ads related to our CHC program; Miscellaneous expenses reflects two office cleanings related to COVID; and Unemployment Insurance reflects increases driven by COVID.

As noted on the Balance Sheet, on December 31 we had \$120,261 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$469,776. Receivables reflect the estimated grant revenues for Q4. The majority of the receivables reflect the payment due to CDRPC from NYSERDA and NYS DOS for CSP administration and the DEC for the 604b program.

Estimated fund balance at the close of 2021 is \$557,629.

Third quarter invoices have been submitted to the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, EDA, NYSERDA and the UPWP (Transportation) work programs. Final quarterly billings have been sent to Schenectady and Saratoga Counties.

Through November 30, revenues are at 84% and expenses are at 88%. Par is 92%. We're tracking under on the revenue side until we book Q4 revenues from our granting agencies. On the expense side, we're tracking over on consultant services which is

related to our off shore wind supply chain work which is reimbursable through the CARES Act funds. The Printing and Publishing is over primarily due to Facebook ads related to the Clean Heating and Cooling Program which is 100% reimbursable.

As noted on the Balance Sheet, on November 30th we had \$216,793 cash in the bank not including amounts for the NYSERDA CECP program, FSA, the CD and the clearing account. The outstanding receivables total \$266,000. The majority of the amounts owed are related to UPWP, NYSERDA, CSO and the Q3 billings.

Action Taken

Barbara Mauro made a motion to approve the Financial Statements through December 31, 2021 and Judith Breselor seconded it. The motion was approved unanimously.

*It was realized that the meeting was not being live streamed at this time, and a motion was made to collectively approve items 2, 3, and 4 on the agenda (election of 2022 Officers, meeting minutes and financial statements) by Barbara Mauro and seconded by Jacqueline Stellone. The motion passed unanimously.

5. Resolution 01-2022, Designation of Bank Signatories

The Key Bank accounts need to be updated to reflect Jacqueline Stellone as Secretary/Treasurer of CDRPC. The Resolution was presented to the Board.

Action Taken

Willard Bruce made a motion to approve Resolution 01-2022 designating Mark Castiglione, Amy Weinstock, and Jacqueline Stellone to be signatories on CDRPC's bank accounts, and David Hogenkamp seconded it. The motion was approved unanimously.

6. Amendment to CARES Subaward to AACA

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.

Albany County identified half of its subaward allocation to be directed to the Advance Albany County Alliance (AACA). The attached scope modification changes the focus of their work to off shore wind development.

Board action is requested to endorse the modified scope with AACA.

Action Taken

Lawrence Schillinger made a motion to endorse the modified scope with AACA and Willard Bruce seconded it. The motion passed unanimously.

7. NBRC / DOS Broadband Project Update.

CDRPC will contract with the NYS Department of State which is allocating funding received via the Northern Border Regional Commission (NBRC) to advance broadband within the identified eligible counties of Rensselaer, Saratoga, Schenectady, and Greene Counties.

This effort is envisioned to work collaboratively and utilize currently available mapping and analysis as appropriate, including the 2021-2022 NYS DOS Statewide Broadband Assessment, local and regional planning and implementation activities.

This work will prioritize focus on identified areas matching criteria of:

- least served by physical infrastructure
- least served by high-speed broadband- 25dpm
- highest poverty rate
- environmental justice areas
- potential for future economic development opportunities broadband improvement could further

The primary goal of project efforts will be to advance broadband analysis and project planning within each subject county and provide foundation for implementation efforts such as public-private partnerships, or preparation for federally funded opportunities currently or in future through Infrastructure Bill.

The board previously approved acceptance of the grant and authorized staff to identify the final scope. The general scope of work is attached, and staff are proceeding with stakeholder outreach. A portion of the funds will be dedicated to CDRPC staff time, and the remainder invested in projects that will advance broad band priorities of the counties.

8. 2021 Year in Review

- There were 12 webinars in 2021.
- 4 projects were completed within the Technical Assistance Program, with 5 beginning.
- 5 school enrollment projections were completed.

- There was a successful closeout of the first CECP Grant, with a second 5.5 year “Leadership Round” Grant awarded.
- 255 total enrolled in the Clean Heating Cooling Program for Air Source Heat pumps and heat pump water heaters.
- The Climate Leadership Coordinator Services secured a 2 year, \$1.2 million dollar grant.
- 65 projects were completed in 2021 for CSO Pool Communities, and the \$65 million dollar Beaver Creek Clean River Project construction is underway.
- Data was collected for multiple Source Water Protection Plan Updates.
- Continued CARES Act Economic Recovery Work is being done, along with multiple subgrant work.
- Work was done regarding COVID-19 Economic Recovery.
- Broadband work promoting regional awareness and coordination.
- 5 IMPLAN Economic Impact Analysis projects were completed.

9. Other Business

Motion to enter executive session for the purposes of reviewing the executive director’s performance and salary was made by Willard Bruce and seconded by David Hogenkamp. Motion was approved and executive session was entered at 10:33.

Action Taken

Scott Bendett made a motion to approve a 2% raise for Mark Castiglione. Judy Breselor seconded it. The motion was approved unanimously at 10:39.

Motion to exit executive session was made by Mike Stammel and seconded by Judith Breselor. Motion was approved unanimously at 10:41.

10. Adjournment.

The next meeting will be held on Wednesday, March 16, 2022 at 10:00 a.m.

Willard A Bruce made a motion to adjourn, and Scott Bendett seconded it. The motion passed unanimously.

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Date: _____
Jacqueline Stellone, Secretary / Treasurer