

COMMISSION MEETING
10:00 am, Wednesday, March 16, 2022

Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, March 16th meeting was held in person at 1 Park Place, Suite 102 and virtually through Zoom.

Members Present:, Willard A Bruce, Craig Warner, Larry Schillinger

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

Others Present via Zoom:

Members / Others Absent: Lucille McKnight

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

Presiding, Craig Warner, Chair, called the meeting to order at 10:00 am.

1. Welcome & Introductions

Chair Warner welcomed everyone to the meeting.

2. Approval of January 19, 2022 meeting minutes

Scott Bendett made a motion to approve the January 19, 2022 meeting minutes and Willard A Bruce seconded it. The motion was approved unanimously.

3. Financial Statements February 28, 2022

The current financial statements through February 2022 were presented to the Board. All invoices have been sent to the counties for first quarter billings.

Through two months of the fiscal year, revenues are at 9% of the budgeted amount and expenses are at 14%. Par = 16%.

As noted on the Balance Sheet, on February 28, 2022, we had \$94,767 cash in the bank not including amounts for the NYSERDA CECP program, the CD and the FSA account. The outstanding receivables total \$491,924. 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 CSO administration and the DEC for the 604b program.

Action Taken

Scott Bendett made a motion to approve the Financial Statements through February 28, 2022 and Jason Kemper seconded it. The motion was approved unanimously.

4. Authorization to Open an Account with SEFCU

After many years banking with Key Bank, Mark Castiglione requested approval to open a corporate account with SEFCU. This request comes after multiple customer service lapses on the part of Key Bank which have threatened processing our payroll in addition to other bizarre mishaps, both large and small, that are antithetical to operating a customer forward bank.

We will manage the run out of reoccurring expenses tied to the existing Key Bank accounts as we make the transition. Once the new account is created, we will be able to tie reoccurring expenses to new SEFCU corporate cards and move sub account balances into SEFCU. The financial implication will be that we will have to purchase new checks.

In addition to our Key Bank account, CDRPC manages accounts with Pioneer Bank (CSO Corp. CDYCI), and M&T Bank (CDYCI). Those accounts will be unaffected.

Board action is requested to approve the attached Resolution 02-2022 to open a new account with SEFCU.

Action Taken

Larry Schillinger made a motion to approve Resolution 02-2022 to open a new account with SEFCU and Scott Bendett seconded it. The motion was approved unanimously.

5. Administrative Guidelines and Employee Manual Update

The Commission established a committee to review and update the Employee Handbook and Administrative Guidelines. The goal of the Committee was to update the guidelines to reflect current operations and benefits with respect to FSA, health insurance and time off. In addition, the committee examined CDRPC's remote work policy and revised other elements for clarity.

The A&F Committee approved these updates and recommends approval by the Commission. Board action is requested to approve the Employee Handbook and Administrative Guidelines.

There was a lengthy discussion on the wording of Unit 3.1 & 3.2. A motion was made by Larry Schillinger stating that the Executive Director is authorized to hire personnel, provided notice of the hire is given to the Board within a reasonable time frame, subject to approval of the Board at its next meeting. The motion was seconded by Willard A

Bruce. After a lengthy discussion the motion was withdrawn, to approve the entire scope of edits at once.

Action Taken

Larry Schillinger made a motion to approve the updates to the Administrative Guidelines and Employees Manual with additional edits to 3.1 & 3.2 per discussion, and Jacqueline Stellone seconded it. The motion passed with 16 yeas and 1 nay (M. Stammel).

6. New FSA Provider Approval

The Commission voted to offer employees access to health and FSA dependent care accounts. Our original FSA administrator, CDPHP, stopped providing that service at the end of 2021 so we needed to find a new plan administrator. After reviewing the marketplace, we decided to use our existing payroll company, Prime Pay to administer our FSA program.

Board action is requested to approve attached resolution to approve the plan document which is also attached.

Action Taken

Judith Breselor made a motion to approve the new FSA provider Resolution 22-06, and Willard A Bruce seconded it. The motion passed unanimously.

7. Staff Report

- Joshua Tocci has accepted a new position with the NYS Division of the Budget.
- The Spring Webinar Series will be May 4 – June 3, 2022.
- The Corning award for 2022 is being planned.
- CDRPC will receive \$166,000 from NBRC for Broadband Planning.
- The Climate Leadership Coordinator Services secured a 2 year, \$1.2 million dollar grant.
- CDRPC received \$2.2 Million for Clean Energy Communities Grant.
- OSW Supply Chain Study draft has been completed.
- Continued CARES Act Economic Recovery Work is being done, along with multiple subgrant work.
- CDRPC Geographic Information System is being updated and maintained.
- CDRPC Staff participated in Saratoga County Communities of Excellence Working Group.
- Tech Assist on CDTC projects are continuing.

- CDRPC Coordinated with CEG on an application to EDA Build Back Better Regional Challenge, Good Jobs Challenge, and continues to coordinate with agencies to connect them to grant opportunities.
- The Future Leaders in Planning program has been expanded in its 3rd year with students participating in Troy, Saratoga Springs and other locations around the Capital District in summer of 2022.
- CDRPC in the initial states of a regional solid waste management plan.
- DEC will release a new MS4 permit Municipal Separate Storm Sewer System.
- Rates are still pending for Quarter 4 CDYCI billing from OCFS.
- Due to staffing shortages at the facility, Berkshire is under a PIP to address and track issues related to the shortages.
- The Schematic design phase has been completed and a construction manager was selected for the facility expansion and improvement project.

8. Other Business

9. Adjournment.

The next meeting will be held on Wednesday, May 18, 2022 at 10:00 a.m.

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

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Jacqueline Stellone, Secretary / Treasurer

Date: _____