

**COMMISSION MEETING**  
**10:00 am, Thursday, July 14, 2022**

*Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, July 14th meeting was held in person at 1 Park Place, Suite 102 and virtually through Zoom.*

**Members Present:** Craig Warner, Willard A Bruce

**Members Present via Zoom Meeting:** Kristin Swinton, Judith Breselor, Jacqueline Stellone, Opal Hinds, David Hogenkamp, Barbara Mauro, B. Donald Ackerman, Larry Schillinger, Scott Bendett

**Others Present via Zoom:** Melody Roberts (Marvin & Co.), Heather Lewis (Marvin & Co.)

**Members / Others Absent:** Lucille McKnight, Gary Hughes, Michael Stammel, Joe Landry, James Shaughnessy, Joseph Grasso, Jason Kemper

**Staff Present:** Mark Castiglione, Haley Balcanoff, Tara Donadio, Amanda Diaz, Zeynep Tas, Kate Maynard, Josh Dranoff

**Presiding,** Craig Warner, Chair, called the meeting to order at 10:08 am.

**1. Welcome & Introductions**

Chair Warner welcomed everyone to the meeting.

**2. Approval of May 18th, 2022 meeting minutes**

B. Donald Ackerman made a motion to approve the May 18, 2022 meeting minutes and Judy Breselor seconded it. The motion was approved unanimously.

**3. Financial Statements June 30, 2022**

Enclosed for your review and approval are the current financial statements through June 2022. All invoices have been sent to the counties for third quarter and semi-annual billings.

Through six months of the fiscal year, revenues are at 37% of the budgeted amount and expenses are at 45%. Par = 50%. The billing for the second quarter is not complete and those revenues are not reflected in the revenues accounting for the underperformance to par.

As noted on the Balance Sheet, on June 30, 2022 we had \$254,627.77 cash in the bank (combined SEFCU and KEY) not including amounts for the NYSERDA CECP program, the CD and the FSA account. The outstanding receivables total \$263,641.25. Receivables

reflect the remaining grant revenues for Q1. 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.

The transition from Key to SEFCU is progressing. We only have a small amount remaining in Key checking.

### **Action Taken**

Willard Bruce made a motion to approve the Financial Statements through June 30, 2022 and Barbara Mauro seconded it. The motion was approved unanimously.

#### **4. 2021 Audit**

Enclosed for your review and approval is the FY-2021 Draft audit documents by the accounting firm Marvin & Company Certified Public Accountants and Consultants. Highlights of the audit are provided below from Marvin & Company.

- We encountered no difficulties in dealing with management in performing and completing our audit.
- The financial statement disclosures are neutral, consistent, and clear.
- No known or likely misstatements were identified during the audit.
- For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.
- In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
- We applied certain limited procedures to the management's discussion and analysis, Schedules of Proportionate Share of the Net Pension Liability (Asset) and Schedules of Entity Contributions which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

## **Action Taken**

Motion to approve the 2021 audit memo was made by Barbara Mauro and seconded by David Hogenkamp. The motion was approved unanimously.

### **5. 2022 Budget Amendment**

A request for a modification to our 2022 budget to reflect additional revenue and expenses related to the NBRC/NYS DOS grant for broadband planning. In total, CDRPC will receive \$176,000 for this, of which, \$104,000 is budgeted for consultant services. We anticipate \$50,000 from this contract will be received and spent in 2022.

In addition, I would like to reallocate expenses from the travel line to the telephone and internet line. This change reflects the reality that staff are traveling less for routine meetings. A reallocation of a portion of the travel budget to the telephone budget to allow for the replacement of our 25-year-old phone system with a modern VOIP system. The new system will allow for a seamless experience for our stakeholders to contact staff regardless of whether they are physically in the office, working remotely or in the field. Any calls to staff extensions will ring through to personal cell phones in the case of remote work eliminating the need to take messages or directing stakeholder to call staff members cell phones.

Board action is requested to approve the budget modification and authorize the Executive Director to execute a service contract for the updated phone system.

## **Action Taken**

Willard A. Bruce made a motion to approve the 2022 budget modifications and authorize Executive Director to execute service contract for a new telephone system and Kristin Swinton seconded it. The motion passed unanimously.

### **6. Preliminary 2023 Budget**

Attached for review and approval is the proposed 2023 Budget. 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.

Budget highlights include the following:

#### **Revenue:**

- Overall, the 2023 proposed budget is 10% less than the 2022 budget. This is due to the exhaustion of the CARES funding and an end to our administration of the Clean Heating and Cooling program.

- Our budget request to the counties remains \$215,739. Last year, the board authorized, and the counties granted a 5% increase in the total county funding allocation. In 2021, every county dollar was leveraged by five dollars in other revenue.
- Contractual Services: The contractual services revenue line item reflects anticipated work during 2022 including 7 school enrollment projections and revenues from economic impact analyses.
- NYSERDA: The budget scenario in this proposal reflects anticipated funding via the award under the Clean Energy Communities Program (CECP). The reduction is caused by the end of the Clean Heating and Cooling Program.
- Climate Smart: The Climate Leadership Coordinator work will yield \$140,000 annually for CDRPC. The grant will fully fund a new outreach position and Todd's time to oversee program outreach in the 28-county territory.
- 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 and that's reflected in the 2022 revenue. 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.
- 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.
- UPWP: The Transportation UPWP contract follows the state fiscal year (April 1<sup>st</sup> through March 31<sup>st</sup>). The financial support is provided by the Capital District Transportation Committee with whom we have a solid professional working relationship.
- It is anticipated that \$85,000 of the \$167,000 from the Northern Border Regional Commission (via NYS DOS) will be spent in 2023.

**Expense:**

- Salaries: The salary line item reflects a full-time professional staff of nine, one part-time professional and one intern reflected on the Temporary Services line.
- 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 2023 and the continued price gauging perpetrated by Mazzone.
- 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, maintenance support services associated with our web site, our 2022 audit, funding for broadband inventory work, 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, Zapier, and MS Office 365.
- Rent: The Rent Expense line item remains flat.
- Travel: The decrease in the Travel Expense line item reflects the new normal and anticipates less travel post pandemic.
- Telephone/Internet: With reduction in in-person meetings, investment in a new phone system will allow seamless and profession connection and communications will staff either in the office, working remotely or in the field.
- Health Insurance: The costs are based on actual 2022 NYSHIP rates and plans. The increase reflects anticipates a family plan for the new hire and an additional staffer opting in to the NYSHIP plan who had previously been on their spouse's insurance.

**Gross Expenses and Operating Income:**

- Based on the proposed budget, we anticipate zero contribution to the Fund Balance during 2023. The Unreserved Fund Balance at the close of 2021 was \$593,972.

**Action Taken**

Motion to approve the 2023 Budget was made by Barbara Mauro and seconded by B. Donald Ackerman. The motion passed unanimously.

## **7. Approval of Saratoga Contract**

Attached for Board review and approval is a contract between Saratoga County and CDRPC. At the end of 2021, the Saratoga County Board of Supervisors adopted Resolution 315-2021 which authorized contracts with certain providers of public benefit services. The contract simply outlines an annual term for the agreement and establishes a not to exceed amount which is equal to the county's annual allocation. The original template contract was inconsistent with the 4-County agreement and a modified version was developed by our attorney. The modified version was also acceptable to the Saratoga County Attorney and will be presented for BOS approval once approved by CDRPC.

Board action is requested to approve the attached contract and authorize the Executive Director and Financial Officer to execute the same and do so annually as needed.

### **Action Taken**

Motion to approve the Saratoga Contract was made by Willard A. Bruce and seconded by Judy Breselor. The motion passed unanimously.

## **8. CARES Subaward Extensions**

Memoranda of Understanding related to CARES Act Subawards for Rensselaer and Saratoga Counties were executed on February 8, 2021 with an expiration date of June 30, 2022. Since both subaward projects were incomplete by June 30<sup>th</sup>, CDRPC requested, and was granted, an extension of the grant term from the EDA.

Board action is requested to approve extensions of the terms for the Rensselaer County and Saratoga County (SEDC) subaward MOUs through December 31, 2022.

### **Action Taken**

Motion to approve the extensions of the terms for the Rensselaer County and Saratoga County subaward MOUs through December 31, 2022 was made by Jacqueline Stellone, and seconded by B. Donald Ackerman. The motion passed unanimously.

## **9. 2021 Annual Report**

- CDRPC hosted a spring and fall webinar series' which offered 12 training sessions, topping 680 participants.
- CDRPC announced the winners of the 2021 Erastus Corning 2<sup>nd</sup> Achievement Awards for Intermunicipal Cooperation.
- The Capital Region Indicators dashboard was significantly updated in 2021.
- There were significant 2021 GIS mapping projects done.

- CDRPC provided analysis of population changes by county, municipality and census tract with the release of the 2020 decennial census.
- 5 school enrollment projections were provided to various Capital District Schools.
- CDRPC released a new tool for the Capital Region government leaders, business executives and general public to track the pace of economic recovery in real time.
- CDRPC partnered with the Capital District Transportation Committee (CDTC) on the third year of the Community Technical Assistance Program.
- Four technical assistance projects began in 2021.
- Building on the success of the first phase of the Clean Energy Communities Program, (CECP), CDRPC was awarded a \$5.3 million dollar grant from NYSERDA covering a 5.5 year period.
- 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.
- More than 100 GIS Maps were developed to underpin watershed protection studies- First Regional Planning Commission to develop and deploy source water tech assist program under 604B program guidance.
- To date, CDRPC has executed all 5 subaward MOUs in support of regional recovery work with Advance Albany County Alliance, The Community Loan Fund of the Greater Capital Region, The Rensselaer County, The Saratoga County Development Corporation, Saratoga County; and Schenectady Metroplex. Roughly 50% of the funds were dispersed in 2021.
- CDRPC partnered with CEG to commission a supply chain study to examine with upstream and downstream opportunities related to the clean energy sector and more specifically, offshore winds.
- Five economic impact analyses were completed.
- 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.

### **Action Taken:**

Barbara Mauro made a motion to accept the 2021 Annual Report, and Willard A. Bruce seconded it. The motion was approved unanimously.

### **10. Other Business:**

Between now and end of the year, the 2023 meeting schedule may be changed from July back to June, due to better attendance. A final schedule will be drafted closer to the end of the year.

**11. Adjournment:**

B. Donald Ackerman made a motion to adjourn, and Scott Bendett seconded it. The motion passed unanimously. The meeting was adjourned at 10:46 a.m. The next meeting is October 19, 2022 at 10:00 a.m.

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

\_\_\_\_\_ Date: \_\_\_\_\_  
Jacqueline Stellone, Secretary / Treasurer