

COMMISSION MEETING
10:10 am, Wednesday, October 19, 2022

Members Present: Craig Warner, Willard A Bruce, Larry Schillinger, Kristin Swinton, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stellone, Joseph Grasso, Agatha Reid, B. Donald Ackerman, David Hogenkamp

Members Present via Zoom Meeting: Barbara Mauro, Scott Bendett

Others Present via Zoom:

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

Staff Present: Mark Castiglione, Haley Balcanoff, Tara Donadio, Cindy Isidoro, Amy Weinstock, Martin Daley, Todd Fabozzi, Kate Maynard, Josh Dranoff

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

1. Welcome & Introductions

Chair Warner welcomed everyone to the meeting.

2. Welcome New Member Agatha Reid

The Board welcomed new member Agatha Reid from Saratoga County.

3. Approval of July 14th, 2022 meeting minutes

David Hogenkamp made a motion to approve the July 14, 2022 meeting minutes and B. Donald Ackerman seconded it. The motion was approved unanimously.

4. Financial Statements Through September 30, 2022

Thee current financial statements through September 2022 were presented to the Board. 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 70% of the budgeted amount and expenses are at 68%. Par = 75%. The billing for the third quarter is not yet complete and those revenues are not reflected in the revenues accounting for the underperformance to par.

As noted on the Balance Sheet, on September 30, 2022 we had \$471,155.59 cash in the bank not including amounts for the NYSERDA CECP program, the Climate Smart program, the CD and the FSA account. The outstanding receivables total \$188,634.38 Receivables reflect the remaining grant revenues for Q2. 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 complete.

Action Taken

B. Donald Ackerman made a motion to approve the Financial Statements through September 30, 2022 and Larry Schillinger seconded it. The motion was approved unanimously.

5. Appointment of 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. I've included the Officer duties below. Each county must be represented in an Officer role, Officers are elected at the December (or January if 2023 county appointments are pending) meeting and serve for one year, and all Officers serve of the Administrative and Finance Committee.

Chair:

- a. To preside at meetings of the Commission.
- b. To call special meeting of the Commission in accordance with the Bylaws.
- c. To sign when necessary, together with the Secretary-Treasurer documents of the Commission in accordance with the requirement.
- d. To sign contracts or agreements in behalf of the Commission.
- e. To appoint such committees as the Commission may establish.
- f. To perform such additional duties and powers as the Commission shall delegate.

First Vice-Chair:

During the absence, disability or disqualification of the Chair, the First Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Second Vice-Chair:

During the absence, disability or disqualification of the First Vice-Chair, the Second Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the First Vice-Chair.

Secretary-Treasurer:

- a. To supervise the minutes of the meeting of the Commission as prepared by the staff.
- b. To supervise the custody of records of the Commission.
- c. To give or serve all notices required by law or by the Bylaws.
- d. To perform such other duties as the Commission may decide.
- e. To sign or endorse in the name of the Commission all checks, drafts, warrants and orders for the payment of money under the direction of the Commission.

- f. To present financial statements of the Commission, which statements shall be presented at regular meetings of the Commission.
- g. To supervise the custody of all financial records of the Commission.
- h. To perform such other duties as the Commission may decide.
- i. In accordance with the 4 County Agreement, the Secretary-Treasury shall execute an official undertaking conditioned for the faithful performance of duties in the manner provided in section 403 of the New York County Law.

The nominating Committee will be made up of a member from each of the 4 Counties.

Albany County: Larry Schillinger

Rensselaer County: Judy Breselor

Saratoga County: Craig Warner

Schenectady County: Barbara Mauro

Action Taken

Motion to approve the Nominating Committee members was made by Mike Stammel, and seconded by Jacqueline Stellone. The motion was approved unanimously.

6. Adoption of the Video Conferencing Policy

Per new rules established by NYS governing public bodies, CDRPC needs to formally adopt a video conferencing policy. A public hearing on the policy is also required and was held immediately prior to our board meeting. While the policy specifies conditions under which members may participate remotely, a quorum will still need to be achieved in person.

Board action is requested to adopt the video conferencing policy, which can be found on CDRPC's website.

Action Taken

David Hogenkamp made a motion to approve the Video Conferencing Policy and Judith Breselor seconded it. The motion passed unanimously.

7. CEDS Update

An integral requirement of our Planning grant with US Economic Development Administration (EDA) is the regular update of the Comprehensive Economic Development Strategy (CEDS) for the Capital Region. The next required updated CEDS will be in effect from 2023-2027.

The required elements of the CEDS process include:

Step 1: Establish and maintain an Economic Development Strategy Committee (Strategy Committee) to oversee the CEDS process. It is recommended that members of the Strategy Committee be listed in the CEDS.

Step 2: Define the Strategy Committee's role and relationships.

Step 3: Leverage staff resources.

Step 4: Adopt a program of work.

Step 5: Seek stakeholder input. Craft the initial CEDS document and solicit and address public comments (per 13 C.F.R. § 303.6).

Step 6: Finalize CEDS document. (*this can include adoption of the CEDS by the CDRPC Board*)

Step 7: Submit a CEDS Annual Performance Report.

Step 8: Revise/update the CEDS (at least every five years).

CDRPC staff has begun the initial undertaking of the CEDS update process including gathering of relevant existing conditions and data, initiating potential Strategy Committee membership, and strategizing what will best serve our regional planning needs while fulfilling EDA's requirements. Our initial discussions have led us to consider incorporating regional economic development planning work that has already been completed as the foundation for the CEDS. This includes Capital Region Economic Development Council (CREDC) as led by NYS ESD, CEG analysis and activities, and other partner activities. Benefits considered with this approach include alignment with already established priorities for the region and NYS funding resources; incorporating substantial stakeholder engagement, analysis and strategic planning already completed; as well as utilizing the CEDS process to focus on additional topics of interest in the process.

As the CEDS process continues, updates will be provided to the Board.

8. Staff Report

- CDRPC Fall Workshop Friday, October 28th, 2022. First time back at HVCC since the pandemic. Training credits will be available for planning and zoning board of appeals members, as well as professionals seeking AICP credits. There currently are 136 registrants.
- CDRPC will present the Corning Awards on October 27th, to recognize municipalities and organizations whose efforts have significantly contributed to the advancement of intermunicipal and interagency cooperation and regional planning.
- The FLIP Program took place August 8th – 12th. It was a huge success and information regarding the program and its partnerships can be found at cdrpc.org/flip.
- Funded through a \$1.2 million dollar program grant from the New York State Department of Environmental Conservation (DEC) announced, the Climate Smart Communities initiative provides technical assistance to help municipalities plan and implement Climate Smart Communities actions. After a competitive solicitation process, CDRPC was awarded the contract to lead Climate Smart Communities Coordinator teams in the Eastern Territory

of the state, covering the Mid-Hudson, Capital Region, Mohawk Valley, and North Country regions.

- CDRPC to Receive \$176,000 from NBRC for Broadband Planning.
- OSW Supply Chain Study Draft Completed.
- The CARES Act project is advancing, with a project extension being granted until 12/31/22 on behalf of 2 subawardees to allow time for their project completion.
- All Five CARES Subawards Progressing (\$200,000 in total awards)
- Economic Recovery Dashboard: CDRPC continues to maintain the economic recovery dashboard to track emerging trends. Dashboards are also available for each county and have been provided to them for their use.
- The next tranche of full census data is forthcoming for 2020.
- CDRPC provides 30-year population projections after each decennial census. Staff have begun the projection process and we will be engaging stakeholders to refine the model once final census numbers are available.
- Kate Maynard and Mark Castiglione are helping The Communities of Excellence Steering Committee which was convened by Saratoga Hospital. The group is charged with identifying and tracking meaningful indicators and recommending interventions to improve the existing conditions. We have also agreed to assist with data visualization.
- CDRPC Provides Tech Assist on CDTC Projects: 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, CDTA BRT Task Force, and the Freight Committee. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program including the Hoosick Hillside Study, Federal St. Corridor Study, Menands Zoning Ordinance Update, and Glenville Route 50 Corridor Study. Staff participated on the review panel for selecting the recent Linkage Grant applications. CDRC is also participating the Regional Truck Parking Study.
- CDRPC continues to coordinate extensively with agencies and organizations to connect them with new or expanded funding opportunities related to the EDA American Rescue Plan program funding.
- 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. The 2022 Economic Infrastructure funding program resulted in the Town of Glenville receiving \$273,788 to extend a water main to complete a hydraulic loop to meet increasing demand for improved water capacity, and water pressure at the Glenville Business and Technology Park.
- University of Albany has retained CDRPC to complete an updated economic analysis of the University in 2022. Initial work is underway. Capitalize Albany has retained CDRPC for continued economic analysis reports of potential projects in the City of Albany.
- A formal FTZ application is being prepared for submission currently.
- CDRPC staff is in the early stages of developing a regional solid waste management plan – assembling stakeholders and conducting interviews. The goal of the study, if we can fund one, would be to explore potential for regional systems for diversion, recycling, organic processing, waste to energy and/or landfill operations – an evaluation of the cost/benefit, environmental, social and equity impacts for a range of regional management strategies.

- DEC to Release New MS4 Permit: A new Municipal Separate Storm Sewer System (MS4) is in the pipeline and out for public comment. CDRPC has been working with several municipalities and MS4 working groups to assemble comments and ensure they understand the permit requirements.
- Human Resources: Capital District Youth Center Inc Update:
 - Budgets and Billings: Quarter 2 expenses and rates are still pending.
 - Facility Improvement and Expansion Project Update:
 - The bid package was released on Friday 10/7 by Albany County. Bids are due back November 3rd but the deadline may be extended. A pre-bid site visit was held on 10/17. DASNY will schedule the closing after bids are received. Approval of contract awards would then be possible at the Albany County Legislature's 12/5 meeting.
 - Berkshire has requested that substandard existing cameras and equipment be replaced as soon as possible. Vendors and Berkshire are exploring options that will fit within the larger construction contract. The security system equipment and installation have been removed from the bid package but the electrical contractor will still be responsible to run wires, install junction boxes, etc.
 - DASNY has been engaged to handle procurement of FF&E. A project services agreement will be on our agenda for the December Meeting.
 - Intermunicipal agreements are being developed that will prescribe each county's obligation for the 11% local share of the project costs. The debt service scheduled will be needed before the IMAs can be finalized. Current project cost estimate is \$18,000,000.
 - Dom Ruggeri has replaced Joe Mancini as Berkshire Farms Detention Facility Director. Mr. Ruggeri comes with years of experience managing juvenile residential facilities.
 - As a result of the continued staffing shortage, Berkshire is having issues staffing the facility to ratio. OCFS required Berkshire to develop a performance enhancement plan to address and track issues related to staffing and other items identified in a recent walkthrough.

10. Other Business:

There was no other business discussed.

11. Adjournment:

Larry Schillinger made a motion to adjourn, and Judith Breselor seconded it. The motion passed unanimously. The meeting was adjourned at 10:51 a.m. The next meeting is December 21, 2022 at 10:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

_____ Date: _____
Jacqueline Stellone, Secretary / Treasurer