

COMMISSION MEETING
10:00 am, Wednesday, December 21, 2022

Members Present: Craig Warner, Willard A Bruce, Larry Schillinger, Kristin Swinton, Judith Breselor, Michael Stammel, Jacqueline Stellone, Joseph Grasso, B. Donald Ackerman, Gary Hughes, Jason Kemper, Charles Davidson

Members Present via Zoom Meeting: Barbara Mauro, Scott Bendett, David Hogenkamp, Opal Hinds.

Others Present via Zoom:

Members / Others Absent: Lucille McKnight, James Shaughnessy, Agatha Reid

Staff Present: Mark Castiglione, Haley Balcanoff, Tara Donadio, 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 Charles Davidson

The Board welcomed new member Charles Davidson from Schenectady County.

3. Recognition of Michael Stammel

The Capital District Regional Planning Commission paused in their deliberations on December 21, 2022 to honor and commend Michael Stammel for his twenty years of dedicated service to CDRPC. A plaque and proclamation were presented to Mr. Stammel at the start of the meeting.

Action Taken

Gary Hughes made a motion to approve the proclamation recognizing Michael Stammel's 20 years of service to CDRPC and Judith Breselor seconded it. The motion was approved unanimously.

4. Approval of October 19th, 2022 meeting minutes and Hearing minutes

The minutes were presented to the Board for review.

Action Taken

Gary Hughes made a motion to approve the October 19, 2022 meeting minutes and hearing minutes, and Jacqueline Stellone seconded it. The motion was approved unanimously.

5. Financial Statements Through November 30, 2022

The Board was presented the financials for their review and approval are the current financial statements through November 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 84.5% of the budgeted amount and expenses are at 84.5%. Par = 91%. The billing for the fourth 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 November 30, 2022 we had \$380,810 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 \$241,537. Receivables reflect the remaining grant revenues for Q3. 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

Gary Hughes made a motion to approve the Financial Statements through November 30, 2022 and Bill Connors seconded it. The motion was approved unanimously.

6. 2023 Proposed CDRPC Budget

The Board was presented the 2023 proposed budget for their review and approval. Budget highlights include the following:

Revenue:

- Overall, the 2023 proposed budget is 7.5% 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. The Counties' allocations have been recalibrated to reflect the 2020 census population.
- 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) was extended for another term. Our CARES funds have been exhausted.
- **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 1st through March 31st). 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, legal counsel and communications consultant.

- 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 increase in the Travel Expense line reflects the current actual expenses in 2022 to be carried forward into 2023.
- Telephone/Internet: The increase reflects the lease of a new VOIP phone system which replaces the 25 year old phone system.
- Health Insurance: The costs are based on actual 2023 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 a draw from the Fund Balance during 2023 primarily to cover the communications consultant cost. The Unreserved Fund Balance at the close of 2021 was \$593,972.

Action Taken

Motion to approve the proposed 2023 CDRPC Budget was made by Gary Hughes and seconded by Jacqueline Stellone. The motion was approved unanimously.

7. 2023 Meeting Schedule

The following are proposed dates for the 2023 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 10:00 AM. The board has discussed previously eliminating a meeting during the calendar year. This proposal replaces our traditional March, May, and July meetings with meetings in April and June.

January 18, 2023
April 19, 2023
June 21, 2023
October 18, 2023
December 20, 2023

While the four- county agreement specifies monthly meetings and the bylaws say every other month, the Chair can omit regular meetings with notice. This annual process of voting on the meeting schedule reconciles the discrepancy.

Action Taken

Gary Hughes made a motion to approve the 2023 Meeting Schedule and Don Ackerman seconded it. The motion passed unanimously.

8. Report from the Nominating Committee

The Nominating Committee presents the following proposed slate of officers for 2023 to the Board for your 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: David Hogenkamp (Schenectady County)

First Vice-Chair: Lawrence R. Schillinger (Albany County)

Second Vice Chair: Jacqueline Stellone (Rensselaer County)

Secretary/Treasurer: Joseph Grasso (Saratoga County)

Action Taken

Gary Hughes made a motion to approve the 2023 Meeting Schedule and Judith Breselor seconded it. The motion passed unanimously.

9. Executive Session

It was determined that the planned Executive Session was not necessary.

10. Staff Report

Castiglione shared highlights from the Staff Report.

11. Other Business

Members thanked Scott Bendett for his service on the CDRPC Board and wished him good luck in the NYS Assembly.

Executive Session

Motion to enter executive session at 10:40 to discuss the review of Executive Director Mark Castiglione was made by Don Ackerman and seconded by Gary Hughes. Motion was approved unanimously.

Motion to exit executive session at 10:55 was made by Larry Schillinger and seconded by Gary Hughes. The Motion was approved unanimously.

Action Taken: Motion to approve the 2023 salary of Mark Castiglione was made by Larry Schillinger and seconded by Gary Hughes. The motion was approved unanimously.

12. Adjournment:

Motion to adjourn was made by Don Ackerman and seconded by Gary Hughes. The Motion was approved unanimously. The meeting was adjourned at 11:00.

Next Commission meeting date: 10:00 am January 18, 2023.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

_____ Date: _____
Joseph Grasso, Secretary / Treasurer