

**COMMISSION MEETING**  
**10:00 am, Wednesday, April 19, 2023**

**Members Present:** Willard A. Bruce, Kristin Swinton, Judith Breselor, Wayne Gendron, James Shaughnessy, Michael Stammel, Jacqueline Stellone, Joseph Grasso, Jason Kemper, Charles Davidson, Gary Hughes, David Hogenkamp

**Members Present via Zoom Meeting:** Craig Warner, Larry Schillinger, Barbara Mauro

**Others Present via Zoom:**

**Members / Others Absent:** Lucille McKnight, Opal Hinds, B. Donald Ackerman, Agatha Reid

**Staff Present:** Mark Castiglione, Haley Balcanoff, Tara Donadio, Amy Weinstock, Todd Fabozzi, Kate Maynard, Josh Dranoff, Madison Hrysko

**Presiding,** David Hogenkamp, Chair, called the meeting to order at 10:07 am.

**1. Welcome & Introductions**

Chair Hogenkamp welcomed everyone to the meeting.

**2. Welcome New Member Wayne Gendron**

The Board welcomed new member Wayne Gendron from Rensselaer County.

**3. Approval of December 21, 2022 meeting minutes**

The minutes were presented to the Board for review.

**Action Taken**

Gary Hughes made a motion to approve the December 21, 2022 meeting minutes and Charles Davidson seconded. The motion passed unanimously.

**4. Pre-Audit Financial Statements**

The Board was presented the pre audit financial statement for their review and approval.

For the year, the revenues were at 101.42% while expenses are at 94.44% to budget based on the revised 2022 budget adopted by the board. The revenues reflect the final billings through the fourth quarter of 2022 and all expenses have been accounted for.

There will be some adjustments made, including noting our obligation to the NYS retirement system, but the Commission ended the year with a net operating surplus of \$91,236.86 increasing the Unreserved Fund Balance to \$ 653,080.70. The Fund Balance does not include Compensated Absences owed to the staff nor our long-term obligations to the NYS Retirement system which are considered a long-term liabilities.

A final audited financial statement prepared by the auditing firm engaged by the Commission will be presented at the June or October meeting.

### **Action Taken**

Mike Stammel made a motion to approve the Pre-Audit Financial Statements and Gary Hughes seconded it. The motion was approved unanimously.

### **5. Financial Statements Through March 31, 2023**

The Board was presented the financial statements through March 31, 2023 for their review and approval. All invoices have been sent to the counties for first quarter and semi-annual billings.

Through three months of the fiscal year, revenues are at 13% of the budgeted amount and expenses are at 23%. Par = 24%. The billings to our granting agencies for the first quarter are not yet complete and those revenues are not reflected in the accounting and reflect our underperformance to par.

As noted on the Balance Sheet, on March 30, 2023 we had \$448,502 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 \$263,019

Receivables reflect the remaining grant revenues for Q4. The majority of the receivables reflect the payment due to CDRPC from state and federal grants.

Board action is requested to approve the financial statements.

### **Action Taken**

Motion to approve the financial statements through March 31, 2023, was made by Gary Hughes and seconded by Judy Breselor. The motion was approved unanimously.

### **6. Resolution 01-2023, Designation of Bank Signatories**

#### **Resolution 01-2023 Designating Bank Account Signatories**

April 19, 2023

RESOLVED that the following individuals shall be designated as signatories on the CDRPC's bank accounts.

1. Joseph Grasso, 2023 Secretary/Treasurer
2. Mark Castiglione, Executive Director
3. Amy Weinstock, Office Manager

Motion: Gary Hughes  
Second: James Shaughnessy  
Approved: Unanimously  
Signed: David Hogenkamp, Chair

### **Action Taken**

Gary Hughes made a motion to approve the Resolution 01-2023 Designation of Bank Signatories, and James Shaughnessy seconded it. The motion passed unanimously.

### **7. New Hire Madison Hrysko**

Madison Hrysko was hired as a GIS and Data Analyst on January 9<sup>th</sup> 2023.

Per the 2022 amendment to the Administrative Guidelines, “The Executive Director may make probationary appointments to annual-salaried positions, with advanced notice to the Commission and subject to the later, approval of the Commission at its next business meeting.”

Madison’s resume was presented to the Board for their review. She holds dual MS degrees in Biodiversity, Conservation and Policy and Geographic Information Science. She also holds a BA in Environmental Studies and Urban Planning and Design. She most recently worked for the NYS Department of Health’s Bureau of Water Supply Protection.

Board action is requested to approve Madison’s appointment.

### **Action Taken**

Gary Hughes made a motion to approve the hiring of Madison Hrysko and Jacqueline Stellone seconded it. The motion passed unanimously.

### **8. CDRPC Appointment to CDTC Policy Board**

The Capital District Transportation Committee (CDTC) is the Metropolitan Planning Organization (MPO) for the Albany-Schenectady-Troy and Saratoga Springs metropolitan areas. Federal transportation funding is controlled by the consensus decisions of CDTC -- about \$100 million per year through the Transportation Improvement Program. CDTC's decision making body is the Policy Board.

CDRPC was previously represented by Commissioner Craig Warner who has indicated his need to step down as CDRPC's representative. This has created a vacancy.

Commissioner Lawrence Schillinger has expressed interest in serving as CDRPC's representative and his nomination is supported by the A&F Committee.

Board action is requested to nominate and appoint a member to the CDTC Policy Board.

**Action Taken:**

Gary Hughes made a motion to approve the Appointment of Larry Schillinger to the CDTC Policy Board and Judith Breselor seconded it. The motion passed unanimously.

**9. NYS Housing Compact Analysis**

Madison Hrysko presented a NYS Housing Compact Analysis to the Board.

Governor Hochul has proposed '[Housing Compact](#)' legislation for New York State which would establish new criteria for municipalities to become *Safe Harbor Municipalities*. Unless a community achieves a *Safe Harbor Municipality* designation, the state will prevent local home rule for the purposes of housing development review. To become a *Safe Harbor Municipality*:

1. Municipalities in upstate New York must grow their housing stock by 1% over a three-year period, using the 2020 Census as a baseline.

Or

2. Municipalities must enact into law two out of five 'preferred actions'.

These 'preferred actions' are:

- Permit Accessory Dwelling Units in locations where single and multi-family housing units are permitted.
- Allow lots to be split.
- Remove exclusionary zoning.
- Permit adaptive reuse rezoning.
- Permit smart growth rezoning.

Under the 'Housing Compact' bill, \$250 million dollars will be made available for the development of infrastructure and \$20 million for zoning code amendments related to preferred actions. Specific housing data will be required to be submitted to the NYS Division of Homes and Community Renewals (DHCR) annually by each municipality.

Leveraging the data CDRPC already collects and analyzes, an exploratory analysis was created to better understand if communities are reaching 1% growth over the past three

years. This is done by utilizing 2019-2021 building permit issuance data and 1% of each municipalities housing stock from the 2020 census data.

There was a discussion on the data and the proposed bill's functionality for all communities, especially rural communities.

## **10. 2023-2028 Comprehensive Economic Development Strategy (CEDS)**

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 CEDS update process including gathering of relevant existing conditions and data, convening a Strategy Committee of regional economic development organizations, and strategizing on how to best serve our regional economic development needs while fulfilling EDA's requirements. Our discussions have led us to use and incorporate various regional economic development plans into our 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.

Board action is requested to authorize staff to finalize the document and open the 30-day public comment period on April 24, 2023.

This program has helped embrace and build off an alignment with the local and federal levels to receive grants as well as linked numerous activities and opportunities to communities for more federal funding.

### **Action Taken:**

Motion to authorize the CDRPC Staff to finalize the document and open the 30-day public comment period on April 24, 2023 was made by Gary Hughes and seconded by Kristin Swinton. The motion was approved unanimously.

#### **11. Future Leaders in Planning- UAlbany President's Award- Kate Maynard**

Kate Maynard will be presented with UAlbany President's Award for distinguished public engagement for CDRPC's FLIP program on Wednesday, April 25, 2023.

Application solicitations are being done for this summer's program, which will be held in August. Approximately 22 students can apply. Kate also presented the FLIP Program to the Planning Federation Conference.

#### **12. Application to EPA for Climate Pollution Reduction Planning Grant**

The Capital District Regional Planning Commission (CDRPC) has been identified as the lead applicant for the Albany-Schenectady-Troy MSA to manage the EPA Climate Pollution Reduction Grant (CPRG) program. Under the CPRG program, CDRPC will be working with local communities and stakeholders to develop a regional greenhouse gas inventory and climate action plan, which will position local communities to apply for subsequent Federal implementation grants. The grant is non-competitive and requires no match.

### **EPA Climate Pollution Reduction Grants program**

The Climate Pollution Reduction Grants (CPRG) program will provide grants to states, local governments, tribes, and territories to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution. The Albany-Schenectady-Troy MSA is among the 67 MSA's in the US that qualify for \$1 million dollars in noncompetitive Phase 1 Planning Grant funding, which will be used over a four-year period to develop a regional climate action plan and to support local implementation projects.

The key deliverables for the Phase 1 Planning Grant includes:

### **#1: Priority Climate Action Plan (PCAP)**

The initial deliverable is a Priority Climate Action Plan (PCAP), a narrative report due on March 1, 2024, that includes a focused list of near-term, high-priority, implementation ready measures to reduce GHG pollution and an analysis of GHG emissions reductions that would be achieved through implementation. These initial plans can focus on a specific sector or selected sectors, and do not need to comprehensively address all sources of GHG emissions in the jurisdiction. The PCAP must include:

- o A GHG inventory;
- o Quantified GHG reduction measures;
- o A low-income and disadvantaged communities benefits analysis; and,
- o A review of authority to implement.

### **#2 Comprehensive Climate Action Plan (CCAP)**

The second deliverable is a Comprehensive Climate Action Plan (CCAP) due 2 years from the date of award of the planning grant. The CCAP should touch on all significant GHG sources and sectors present in the metropolitan area, establish near-term and long-term GHG emission reduction goals, and provide strategies and identify measures to achieve those goals. Each CCAP must include:

- o A GHG inventory;
- o GHG emissions projections;
- o GHG reduction targets;
- o Quantified GHG reduction measures;
- o A benefits analysis for the full geographic scope and population covered by the plan;
- o A low-income and disadvantaged communities benefits analysis;
- o A review of authority to implement;
- o A plan to leverage other federal funding; and,
- o A workforce planning analysis.

### **#3: Status Report**

The third deliverable is a Status Report due at the end of the 4-year planning grant period. This report should include:

- o The implementation status of the quantified GHG reduction measures included in the CCAP;
- o Any relevant updated analyses or projections supporting CCAP implementation; and,
- o Next steps and future budget/staffing needs to continue CCAP implementation.

Board action is requested to authorize staff to submit the application.

**Action Taken:**

Motion to authorize the submission of the application to EPA for the Climate Pollution Reduction Planning Grant was made by Gary Hughes and seconded by Charles Davidson. The motion was approved unanimously.

**13. CDRPC Appointment to the Capital District Youth Center Board**

The Commission appoints 2 Commissioners from Albany County and 1 Commissioner each from Rensselaer, Saratoga, and Schenectady Counties to serve on the CDYCI Board. Currently, there is a vacancy in the Rensselaer County appointment, Schenectady County representative Barbara Mauro expressed her desire to be replaced and the board may consider replacing the Albany County position held on the CDYCI by Lucille McKnight.

Commission action is requested to seek nominations from among the Albany, Rensselaer, and Schenectady County members for these positions on the CDYCI board and appoint Commissioners from those nominated.

The Board has decided to table any nominations or decisions until the next meeting so that they may determine future candidates.

**14. 2022 Year in Review**

Mark Castiglione presented the Board with the highlights from the 2022 projects and events.

**15. Other Business**

There may be changes to the open meeting policy in the future.

**16. Adjournment**

**Action Taken:**

Motion to adjourn at 11:23 was made by Gary Hughes, and seconded by Kristin Swinton. The motion was approved unanimously. The meeting ended 11:23 am.

**The next Commission Meeting Date: 10:00am, June 21, 2023**

Respectfully submitted,

Amy Weinstock  
Office Manager



Reviewed and approved by

Date: \_\_\_\_\_

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Joseph Grasso, Secretary / Treasurer