

**COMMISSION MEETING**  
**10:00 am, Wednesday, October 18, 2023**

**Members Present:** Willard A. Bruce, Larry Schillinger, Judith Breselor, James Shaughnessy, Michael Stammel, Joseph Grasso, Craig Warner, Gary Hughes, David Hogenkamp, Yi-Mei Han, Jacqueline Stellone, B. Donald Ackerman

**Members Present via Zoom Meeting:** Opal Hinds, Jason Kemper, Charles Davidson

**Others Present via Zoom:**

**Members / Others Absent:** Agatha Reid, Wayne Gendron, Kristin Swinton, Carolyn McLaughlin

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

**Presiding,** David Hogenkamp, Chair, called the meeting to order at 10:04 am.

**1. Welcome & Introductions**

Chair Hogenkamp welcomed everyone to the meeting.

**2. Welcome New Albany County Commissioner, Hon. Carolyn McLaughlin**

Hon. Carolyn McLaughlin was not able to attend this meeting.

**3. Approval of June 21, 2023 meeting minutes**

The minutes were presented to the Board for review.

**Action Taken**

Gary Hughes made a motion to approve the June 21, 2023 meeting minutes and Craig Warner seconded. The motion passed unanimously.

**4. Financial Statements Through September 30, 2023**

The Board was presented for their review and approval are the current financial statements through September 30, 2023. All invoices have been sent to the counties for third quarter and semi-annual billings.

Through five months of the fiscal year, revenues are at 67% of the budgeted

amount and expenses are at 65%. Par = 75%. The billings to our granting agencies for the third quarter are drafted and preliminary receivables are reflected in the financial statements. Underperformance to par on revenues and expenses are driven by lower FTE total and some contract work not progressing as quickly as expected.

You'll note that interest revenues have increased and particularly accelerated after our investment in the NYCLASS funds.

As noted on the Balance Sheet, on September 30, 2023 we had \$360,362 cash in the bank not including amounts for the NYSERDA CECP program, the Climate Smart program, the CD, NYCLASS, and the FSA account. The outstanding receivables total \$260,354. The majority of the receivables reflect the payment due to CDRPC from NYS Agencies.

Board action is requested to approve the financial statements.

### **Action Taken**

Gary Hughes made a motion to approve Financial Statements through September 30, 2023 and Craig Warner seconded it. The motion was approved unanimously.

### **5. 2022 Audit Presentation**

The Board was shown a presentation by a representative from our auditing firm MMB + CO. The auditors issued an opinion that the financial statements presented fairly and in all material respects, the respective financial position of the governmental activities of the Commission as of December 31, 2022.

Board action is requested to accept the 2022 audit.

### **Action Taken**

Gary Hughes made a motion to approve the 2022 audit presentation and Craig Warner seconded it. The motion was approved unanimously.

### **6. Appointment of Nominating Committee**

The Chair of CDRPC 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. Included are the Officer duties below. Each county must be represented in an Officer role, Officers are elected at the December (or January if 2024 county appointments are pending) meeting and serve for one year, and all Officers serve on 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.

Action by the Chair is requested to appoint a nominating committee.

There was a discussion about the fact there might be a delay in when any nominations from Albany and Saratoga County may be appointed since those counties need to have their Organizations meetings before any appointments are made. The Board agreed that they will still submit names for their nominees with the understanding that they may not be acted upon until January 2024.

The Board nominated Judith Breselor, David Hogenkamp, Craig Warner and Willard A. Bruce to serve as the Nominating Committee for 2024.

### **Action Taken**

James Shaughnessy made a motion to appoint Judith Breselor, David Hogenkamp, Craig Warner and Willard A. Bruce to serve as the Nominating Committee for 2024 and Gary Hughes seconded it. The motion passed unanimously.

### **7. Accept DEC Water Quality Planning Grant**

CDRPC has been awarded another multi-year water quality planning grant from DEC. The grant term is August 1, 2023 to July 31, 2028. The estimated annual amount is \$87,214, an increase of \$33,632 annually over the prior grant term. With these additional funds, combined with funds from the Capital Region Transportation Council, we will be able to hire a new staffer to work across those two program areas.

The award letter is attached. Tasks will relate to Drinking Water Source Protection Plans, MS4 Assistance, and Local and Regional Watershed Planning.

The match requirement for this program has been reduced from 10% to 5%. Board action is requested to accept the grant from the DEC and authorize the Executive Director to execute the contract.

### **Action Taken**

Craig Warner made a motion to accept the Grant from DEC and authorize the Executive Director to execute the contract and Gary Hughes seconded it. The motion passed unanimously.

### **8. Accept Climate Pollution Reduction Grant**

In April, CDRPC authorized staff to apply for the EPA Climate Pollution Reduction Grant. We received the \$1,000,000 grant.

The agreement with EPA was provided. There is no match requirement for this program. Todd Fabozzi will discuss further later in the meeting.

Board action is requested to accept the grant from the EPA and authorize the Executive Director to execute the contract, and any subcontract contemplated to accomplish the grant funded project.

**Action Taken**

Mike Stammel made a motion to execute the contract, and any subcontract contemplated to accomplish the grant funded project, and Judy Breselor seconded it. The motion passed unanimously.

**9. Accept EDA Planning Grant**

CDRPC has been awarded another three-year planning grant from the federal Economic Development Administration (EDA). The \$210,000 grant requires a 50/50 match.

The award letter and workplan were provided to the Board.

Board action is requested to accept the grant from the EDA and authorize the Executive Director to execute the contract.

Schedule for Completion of Work Program

Activity	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24
1. CEDS Revision												
2. Technical Assistance	Ongoing Activity											
A. FTZ Workshop/Conference												
3. Economic Analysis and Data Service												
A. Economic & Demographic Data	Ongoing Activity — As Received											
B. Web & FTP Site Maintenance	Ongoing Activity											
C. <i>DataNews</i> newsletter												
D. Analysis of Census & ACS Data	Ongoing Activity — As Received											
4. Coordination & Liaison	Ongoing Activity											
5. Program Administration						Mid-Year Progress Report						Annual Progress Report
A. Quarterly Financial Reports												

**Action Taken**

B. Donald Ackerman made a motion to accept the grant from the EDA and authorize the Executive Director to execute the contract, and Gary Hughes seconded it. The motion passed unanimously.

**10. Budget Modification**

CDRPC’s office server is approaching the end of life later this month. This means Microsoft will no longer provide updates. To ensure ongoing performance and security There is a request for authorization to replace the server purchased in 2017 with a new

server. The attached quote from our IT provider (Northeast Network Solutions) comes in just under \$10,000. This amount is above our capitalization threshold and the expense, while shown in the budget for the purposes of approval, will be capitalized and depreciated.

Since requesting this authorization, The Executive Director also wanted to also true up certain expense and revenue lines to reflect anticipated actual revenues and expenses. The following is a summary of the other requested changes.

#### Revenues:

- **Miscellaneous:** Additional revenues reflect reimbursement from CDYCI to CDRPC for expenses related to legal matters in addition to a \$2500 grant for the Future Leaders in Planning (FLIP).
- **FTZ:** This reflected additional revenue from our new Schenectady based foreign trade zone user.

#### Expenses:

- **Audit and Legal:** In the third year of our engagement with our auditing firm, an escalator in the contract resulted in increased costs.
- **Computer Supplies:** This reflects costs for the new server.
- **Books and Journals:** This is related to newspaper subscriptions.
- **Meeting Expenses:** Costs for the FLIP are booked on this line.
- **Workers Comp:** Increase reflects anticipated actual expenses.
- **Unemployment:** Increase reflects anticipated actual expenses.

### CDRPC 2023 Budget

Account	2022 Actual	2023 Adopted	2023 Proposed Amendment	
			Amount	Change from adopted 2023 Budget
<b>REVENUE</b>				
R2390 County Contributions: \$215,739				
R2390.1 Albany County	78,319	\$78,115	\$78,115	\$ -
R2390.2 Rensselaer County	41,046	\$39,977	\$39,977	\$ -
R2390.3 Saratoga County	56,539	\$58,431	\$58,431	\$ -
R2390.4 Schenectady County	39,835	\$39,216	\$39,216	\$ -
R2401.0 Interest & Earnings	262	100	100	-
R2770.1 Miscellaneous	288	100	21,815	21,715.00
R2770.3 Contractual Services	41,515	27,900	27,900	-
R2770.4 FTZ#121	12,500	15,500	24,750	9,250.00
R2770.5 CDRPC Workshops/Special Events	14,893	5,000	5,000	-
R2770.6 CDYCI	102,000	102,000	102,000	-
R3900.3 NYSERDA	427,437	360,000	360,000	-
R3900.4 Climate Smart	86,257	140,000	140,000	-
R3900.6 LTCP CSO	128,577	127,000	127,000	-
R4000.2 EDA	273,844	70,000	70,000	-
R4000.3 Water Quality	43,329	55,000	55,000	-
R4000.4 UPWP	107,658	157,000	157,000	-
R4000.X DOS Broadband		85,000	85,000	-
<b>Gross Revenue</b>	1,454,299	\$1,360,339	\$1,391,304	30,965.00
<b>EXPENSE</b>				
E.1010 Salaries	675,024	767,341	767,341	-
E.1030 Temporary Services	9,778	30,600	30,600	-
E.2010 Office Equipment	9,405	12,835	12,835	-
E.2020 Furniture & Furnishings	-	1,000	1,000	-
E.4020 CDRPC Workshops/ Special Events	10,299	10,000	10,000	-
E.4021 Conference Registrations/Sponsor	6,999	5,000	5,000	-
E.4030 Consultant Services				-
E.4030.1 Audit and Legal	14,998	13,500	15,100	1,600.00
E.4030.2 Consultant Services	48,664	59,200	59,200	-
E.4031 EDA Cares Act Sub Awards	149,427	-	-	-
E.4040 Agency Memberships	7,043	6,020	6,020	-
E.4051 Computer Supplies/Software	15,821	15,000	25,000	10,000.00
E.4055 Data Purchases	250	530	530	-
E.4060 Equipment Maintenance	1,055	1,500	1,500	-
E.4070 Office Supplies	3,898	3,000	3,000	-
E.4080 Books & Journals	812	600	900	300.00
E.4090 Printing & Publishing	1,779	4,000	4,000	-
E.4110 Rent	64,957	64,200	64,200	-
E.4121 Telephone/Internet	4,635	7,020	7,020	-
E.4130 Travel	5,459	7,500	7,500	-
E.4140 Equipment Repairs	-	500	500	-
E.4150 Postage	662	300	400	100.00
E.4160 Miscellaneous	182	500	500	-
E.4170 Payroll Services	3,435	3,000	3,000	-
E.4190 Contingent Fund		1,000	1,000	-
E.4200 Insurance-General	4,059	4,000	4,000	-
E.4210 Meeting Expenses	2,775	1,200	2,800	1,600.00
E.5300 Banking Fees	1,372	1,500	1,500	-
E.8010 NYS Retirement	80,934	61,770	61,770	-
E.8030 FICA	50,791	61,042	61,042	-
E.8040 Ins.-Worker's Comp. & Dis.	3,972	3,000	3,500	500.00
E.8050 Ins.-Health	163,941	215,921	215,921	-
E.8060 Ins.-Unemployment	6,395	3,500	5,000	1,500.00
E.8070 Prof. Memberships	1,034	2,000	2,000	-
E.8080 Continuing Education	557	1,500	1,500	-
<b>*Gross Expenses</b>	1,355,518	1,369,579	1,385,179	15,600.00
<b>**Net Operating Income</b>	44,434	-9,240	6,125	15,365
A825 Fund Balance-Reserved				-
A909 Fund Balance-Unreserved	(\$44,434)	\$9,240	(\$6,125)	(\$15,365)
<b>Net Income</b>	\$ -		\$ -	\$ -

Board action is requested to approve the budget modification.

**Action Taken:**

B. Donald Ackerman made a motion to approve the budget modifications, and Gary Hughes seconded it. The motion passed unanimously.

**11. Amended to Meeting Schedule.**

The A&F Committee recommends to the full board changing the December 20, 2023 meeting to December 13, 2023. Board action is requested to amend the meeting schedule.

**Action Taken:**

Gary Hughes made a motion to approve the amended meeting schedule and Judy Breselor seconded it. The motion passed unanimously.

**12. EPA Climate Pollution Reduction Grant (Todd Fabozzi)**

In April, CDRPC authorized staff to apply for the EPA Climate Pollution Reduction Grant. We received the \$1,000,000 grant. Over the next 4 years, CDRPC submits three key reports on an climate action plan.

1. The Priority Climate Action Plan (PCAP) due March 2024
2. The Comprehensive Climate Action Plan (CCAP), due around Summer-Fall 2025.
3. A Status Report due around Summer-Fall 2027.

These reports will detail how much pollution reduction and the benefits it brings, especially to the low-income and disadvantaged communities. The outcomes CDRPC is aiming for include:

1. Knowing more about our regional carbon footprint.
2. Reducing greenhouse gasses (GHGs) every year
3. Engaging our community more and raising awareness of our project.
4. Better understanding the roles in plan implementation
5. Increasing green jobs.
6. Making ongoing regional climate action, reducing GHGs and hitting our reduction goals.

**13. FLIP RECAP**

FLIP was held the week of 7/31 – 8/3/2023. The program recently won the University at Albany President’s Awards for Exemplary Public Engagement. The program was



successful with 10 students, ranging from HS juniors to Seniors. They went to Troy, Albany's South End, Saratoga Springs and other various locations for further education. Thanks to help from sponsors like CDTA, Clean Tech and MJEngineering. There was also a \$2500 Grant from the APA for the first time this year.

The goal of the program is to provide a first step to meet potential future contacts, get in the environments and communities around you in a hands on way and get students out of the classroom to fulfill these.

There was a discussion about possibly reaching out to the first group of students involved in this program to see where they are now and how it potentially helped further their career and studies. There was also a discussion about potentially changing the format of the FLIP Program next year to have more breakouts where students can focus more on their direct interests.

#### **14. StoryMap Preview for Regional Transportation Plan Update**

There is a new website with updated GIS Information and visualizations. Much more information regarding populations, ethnicities, races, density of areas and other variables are on this new site. This information provides adequate contacts to the Transportation Council for their plans and future projects. It provides users with very in depth reporting and invites further questions and thought on the areas it covers.

#### **15. Staff Report**

- The October 20<sup>th</sup> Workshop is set for Hudson Valley Community College.
- CDRPC to receive \$176,000 from NBRC for Broadband Planning.
- There have been summer and fall DatNews email blasts sent out full of information on the Capital Region.
- The Capital District Juvenile Detention Facility construction is still progressing with Phase I to be completed first quarter 2024 and the final project fall 2025.

#### **16. Other Business**

There was a brief discussion about possibly reaching out to youth that were formally incarcerated in the Juvenile facility and see where they are now and how the programs that they offer may have helped them. This was after a Board member met a former youth at the facility and he said that being at the facility saved his life due to the programs they offer to help put them on better paths.

#### **17. Adjournment**

##### **Action Taken:**

Motion to adjourn at 11:30 was made by Mike Stammel and seconded by Craig Warn

er. The motion was approved unanimously. The meeting was ended at 11:30 a.m.

**The next Commission Meeting Date: 10:00am, December 13, 2023**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

\_\_\_\_\_ Date: \_\_\_\_\_  
Joseph Grasso, Secretary / Treasurer