

COMMISSION MEETING
10:00 am, Wednesday, December 13, 2023

Members Present at CDRPC Office: Willard A. Bruce, Larry Schillinger, Kristin Swinton, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stellone, Joseph Grasso, B. Donald Ackerman, Charles Davidson, David Hogenkamp,

Members Present via Zoom at Saratoga County Office Building Planning Board Conference Room, 40 McMaster Street, Ballston Spa, NY 12020: Jason Kemper

Present via Zoom Meeting: Opal Hinds, Jason Kemper, Craig Warner, Gary Hughes, Yi-Mei Han

Others Present via Zoom:

Members / Others Absent: Agatha Reid, Wayne Gendron, 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. Recognition of James Shaughnessy

James Shaughnessy was awarded a certificate and plaque thanking him for his 20 years of service to the Capital District Regional Planning Commission Board.

A Proclamation
Commending James D. Shaughnessy
For Distinguished Service to the
Capital District Regional Planning Commission

WHEREAS, The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center created by, and serving, Albany, Rensselaer, Saratoga and Schenectady counties; and

WHEREAS, CDRPC provides objective analysis of data, trends, relevant to the Region's economic development and planning communities and facilitates intergovernmental cooperation to advance regional opportunities and develop solutions to regional challenges; and

WHEREAS, James Shaughnessy was appointed to the Capital District Regional Planning Commission in 2003 by the Rensselaer County Legislature and has faithfully attended the meetings and participated in the proceedings; and

WHEREAS, James Shaughnessy served as an Officer of the Commission numerous times and was elected to serve as Chair of CDRPC in 2013; and therefore be it

RESOLVED, that the Capital District Regional Planning Commission does hereby pause in their deliberations on December 13, 2023 to honor and commend James Shaughnessy for his twenty years of dedicated service to the communities and citizens of the Capital Region; and be it further

RESOLVED, that a copy of this proclamation, and a plaque in recognition of his service, be provided to James Shaughnessy by the Commission as symbols of appreciation.

_____ Date: _____	_____ Date: _____
David Hogenkamp Chair	Joseph Grasso Secretary/Treasurer

4. Approval of October 18 2023 meeting minutes

The minutes were presented to the Board for review.

Action Taken

B. Donald Ackerman made a motion to accept the October 18 2023 meeting minutes and Willard Bruce seconded it. The motion passed unanimously.

5. Financial Statements Through September 30, 2023

The Board was presented for their review and approval the current financial statements through November 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 74.5% of the budgeted amount and expenses are at 80%. Par = 91.5%. The billings to our granting agencies for the third quarter 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.

As noted on the Balance Sheet, on November 30, 2023 we had \$263,262 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 \$319,562. 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

Mike Stammel made a motion to approve Financial Statements through November 30, 2023 and Charles Davidson seconded it. The motion was approved unanimously.

6. 2024 Proposed CDRPC Budget

Attached for your review and approval is the proposed 2024 Budget.

Budget highlights include the following:

Revenue:

- Overall, the 2024 proposed budget is 9% more than the 2023 budget. This is primarily due to additional revenues and expenses related to the EPA Climate Pollution Reduction Program grant.
- The 2023 budget request from our member counties was \$215,739. The A&F Committee is recommending a 3% increase to the aggregate county funding request. While this increase is less than the rate of inflation, we will be able to keep pace with rising costs by leveraging our other funding sources. The new recommended request is \$222,211. In 2022, every county dollar was leveraged by \$5.75 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 2024 including 7 school enrollment projections and revenues from economic impact analyses.
- CDRPC Workshops: While 2022 revenues outpaced historical revenues, we are budgeting \$5000 related primarily to our in-person workshops.

- FTZ#121: With the addition of a new user, we anticipate additional fees will accrue to CDRPC as zone operator.
- NYSERDA: While our current contract expires in March '24, the budget scenario anticipates funding through an additional award under the Clean Energy Communities Program (CECP).
- Climate Smart: While the Climate Leadership Coordinator contract expires in March '24, the budget scenario anticipates funding through an additional award under the program. The grant will fully fund one position and Todd's time to oversee program outreach in the 28-county territory.
- LTCP CSO: CDRPC continues 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. While former Water Quality Program Manager Martin Daley continues on a part-time basis to assist with CSO corporation administration, his hours for day-to-day facilitation and agency coordination is greatly reduced. 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.
- Water Quality (604b): We were awarded a new four-year Water Quality (604b) grant from the NYS Department of Environmental Conservation for activities related to the Water Quality Program. We are budgeted to receive \$87,000 annually, an increase of \$32,000 over the prior grant award.
- 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 \$100,000 of the \$167,000 from the Northern Border Regional Commission (via NYS DOS) will remain to be spent in 2024. We plan to spend the remaining funds on an Open Access Network feasibility study.

Expenses:

- 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 funds an in-person workshop in 2024 and the continued price gouging 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 2024 audit, funding for the open access network feasibility study, legal counsel and technical support services related to our EPA grant.
- Computer Supplies/Software: This line includes purchasing software subscriptions for GIS (which is reimbursable through our UPWP grant), ESRI “credits”, Tableau software, Adobe Suite programs, IMPLAN economic modeling software, Zoom video conferencing/webinar platform, Canva, MailChimp Email, and MS Office 365.
- Rent: The Rent Expense line item increase slightly due to increase energy costs.
- Travel: The increase in the Travel Expense line reflects the current actual expenses in 2023 to be carried forward into 2024.
- Telephone/Internet: The increase reflects the lease of a new VOIP phone system which replaces the 25-year old phone system.
- Work’s Comp and Disability: Increases to our premiums are reflected in this budget.
- Unemployment Insurance: Increases to our assessments which happened after the pandemic are reflected in this budget proposal.
- Health Insurance: The costs are based on a 5% increase to actual 2023 NYSHIP rates. The increase reflects anticipates a family plan for a new hire and an additional staffer.

Gross Expenses and Operating Income:

- The presented budget is balanced. The Unreserved Fund Balance at the close of 2022 was \$705,789.
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Action Taken

Judith Breselor made a motion to approve the 2024 budget, and Joe Grasso seconded it. The motion was approved unanimously.

7. 2024 Meeting Schedule

The following are proposed dates for the 2024 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 10:00 AM. In 2023, the board eliminated one meeting during the calendar year. This proposal also replaces our traditional March, May, and July meetings with meetings in April and June.

January 17, 2024

April 17, 2024

June 19, 2024

October 16, 2024

December 18, 2024

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.

Due to June 19th, 2024 being a State Holiday, there was a proposal to change the date to June 12, 2024.

Action Taken

Willard Bruce made a motion to approve the 2024 meeting schedule with noted change of date from June 19th to June 12, and Jacqueline Stellone seconded it. The motion was approved unanimously.

8. Authorize Application to Empire State Development

In late November, Empire State Development's ConnectAll Office reached out Regional Planning Boards for assistance with the next phase of broadband connectivity analyses. We assisted in the first phase at the beginning of the year, but this time ESD is offering up to \$70,000 to support our technical analysis, planning and outreach. The purpose of this work is to identify incorrect information provided by the FCC or the internet service providers (ISPs) related to broadband access, service level or available technologies at the address level. In addition, a portion of the funds will be used to complete an open access network feasibility study.

The overall feasibility study will be funded by the NYS DOS grant using up to \$150,000 from the Northern Boarder Regional Commission (NBRC). Since Albany County is not

within the NBRC area, this funding will cover related work in the county ensuring a full regional analysis.

This “challenge” work will take place from February to early May. A general project timeline, universal application form and incentive proposal narrative and budget are attached. There is a \$250 application fee and a 10% match. Since a draft incentive proposal was due on November 30th, I received approval from the A&F committee to submit the draft application pending later approval of the final application by the full board.

Please note, the draft incentive proposal submitted to ESD is attached. Due to bad advice, the feasibility portion was left out of the draft. In addition, there are pending questions about soft cost eligibility so CDRPC is unable to include a revised draft proposal and budget with this memo. The final incentive proposal application with the board once it is completed.

Information on the state’s broadband deployment plan is available here <https://broadband.ny.gov/broadband-deployment-initial-proposal> .

Board action is requested to authorize the Executive Director to submit the application, accept the award and sign any agreements related to the same.

Action Taken

Willard Bruce made a motion to authorize the Application to Empire State Development when ready and Judy Breselor seconded it. The motion passed unanimously.

9. Pending Bill Related to Regional Planning Commission Grant Eligibility

The New York State Association of Regional Planning Councils (NYSARC) is a consortium of all regional planning boards, councils and commissions in the state. For many years we have been stymied in our efforts to apply for certain state grants because, for some agencies, we did not fall neatly into the category of a “local government” agency. In 2017, the group commissioned a legal memo in support of our collective eligibility for all state grants as a local government. At that time, the effort fizzled.

CDRPC is pleased to report that Assemblymember McDonald has agreed to sponsor an assembly bill to clarify General Municipal Law to make it clear that our organizations are eligible.

All Councils and Counties are brought into this claim, which hopes to remove challenges faced by these organizations the way the current law is written.

Legal memo and proposed edit to GML was provided to the Board.

Action Taken

Mike Stammel made a motion to convey CDPRC's support for the proposed legislation and Charles Davidson seconded it. The motion was approved unanimously.

10. Staff Report

The staff report was submitted to the Board at the meeting and discussed. Thank you to the staff for their continued work and efforts on behalf of the Capital District Regional Planning Commission.

11. Executive Session

Don Ackerman made a motion to enter executive session at 10:38 for the purpose of discussion the Executive Director's salary changes. The motion was seconded by Larry Schillinger and approved unanimously.

A motion was made by Larry Schillinger to increase the Executive Director's salary by 6% and seconded by Joe Grasso. The motion was approved unanimously.

A motion was made by Larry Schillinger to amend the Executive Director's recommendation for a salary increase for Todd Fabozzi to include an 8% salary increase and a 2% longevity payment. The motion was seconded by Mike Stammel and passed unanimously.

A motion to exit executive session was made by David Hogenkamp and seconded by Larry Schillinger. The motion passed unanimously.

12. Other Business

13. Adjournment

Action Taken:

The next Commission Meeting Date: 10:00am, January 17, 2024

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Date: _____

Joseph Grasso, Secretary / Treasurer