

COMMISSION MEETING
10:00 am, Wednesday, January 17, 2024

Members Present at CDRPC Office: Willard A. Bruce, Larry Schillinger, Kristin Swinton, Wayne Gendron, Michael Stammel, Jacqueline Stellone, Joseph Grasso, Craig Warner, B. Donald Ackerman, Charles Davidson, David Hogenkamp, Yi-Mei Han

Present via Zoom Meeting: Judith Breselor

Others Present via Zoom:

Members / Others Absent: James Shaughnessy, Opal Hinds, Jason Kemper, Agatha Reid, Carolyn McLaughlin

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

Presiding, David Hogenkamp, Chair, called the meeting to order at 10:00 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. Report from the Nominating Committee / Officer Election

The Nominating Committee presents the following proposed slate of officers for 2024 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: Lawrence R. Schillinger (Albany County)

First Vice-Chair: Jacqueline Stellone (Rensselaer County)

Second Vice Chair: Joseph Grasso (Saratoga County)

Secretary/Treasurer: David Hogenkamp (Schenectady County)

No nominations were made from the floor.

Action Taken:

Craig Warner made a motion to approve the nominating committee's proposed slate of officers for 2024, and elect the slate of officers for 2024, and Charles Davidson seconded it. The motion passed unanimously.

Chair Larry Schillinger began presiding over the meeting.

4. Approval of December 13 2023 meeting minutes

The minutes were presented to the Board for review.

Action Taken

Willard A. Bruce made a motion to accept the meeting minutes for December 13, 2023 and Mike Stammel seconded it. The motion passed unanimously.

5. Financial Statements Through December 31, 2023

Enclosed for your review and approval are the current financial statements through December 31, 2023. All invoices have been sent to the counties first quarter and semi-annual billings.

Through the fiscal year, the estimated revenues are at 89% of the budgeted amount and expenses are at 87%. The amounts for our fourth quarter billings to our granting agencies for the fourth quarter are estimated and will be finalized in the coming weeks.

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 December 31, 2023 we had \$239,529 cash in the bank not including amounts for the NYSEDA CECP program, the Climate Smart program, NYCLASS, and the FSA account. The remaining \$50,000 held in a CD was liquidated and the proceeds deposited into NYCLASS. The outstanding receivables total \$453,700. 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

Craig Warner made a motion to approve Financial Statements through December 31, 2023 and Jacqueline Stellone seconded it. The motion was approved unanimously.

6. Resolution Designating Bank Signatories

**Resolution 01-2024
Designating Bank Account Signatories**

January 17, 2024

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

1. David Hogenkamp, 2024 Secretary/Treasurer
2. Mark Castiglione, Executive Director
3. Amy Weinstock, Office Manager

Motion: **Craig Warner**

Second: **Charles Davidson**

Approved: **Unanimously**

Name: Lawrence Shillinger, Chair

Action Taken

Craig Warner made a motion to approve the Resolution designating Bank Signatories, and Charles Davidson seconded it. The motion was approved unanimously.

7. NYS DOS / NBRC Broadband Grant Award Update

Since our last meeting, CDRPC was informed by the NYS DOS that our grant for broadband planning has been increased from \$176,000 to \$352,000.

In consultation with the NY ConnectAll office and our county stakeholders, the revised scope of work will include a regional open access network feasibility study as well as on demand services to support counties and/or county and internet service provider partnerships to secure grant money for network buildout. These services could include engineering, cost estimating, grant writing, technical analysis and outreach. There is no match requirement for this grant.

There was a lengthy discussion regarding the scope of work, outreach and best procedures to get the communities and their constituents to provide information. The goal of the program is to get 100% coverage of fiber as publicly feasible with grant money given to private providers to bring their services.

There is a County RFP in development to aid with the expansion of lines on existing poles if public money becomes available. A consultant is being provided to the Counties in order to help gather information and make sure the most coverage is provided to residents. An open public comment period for individuals to voice their concerns and their needs starting 2/1/24.

A further conversation regarding this Grand award and update will be held at the next Board Meeting in April.

8. **Foreign Trade Zone Seminar**

On February 7, a FTZ Workshop will be held at the Capital Regional Chamber from 10:00 – 1:00 to provide information to businesses who may be able to benefit from this program. The Workshop is being held in coordination with C.E.G and the Port of Albany.

9. **Bill Related to Regional Planning Commission Grant Eligibility**

Since our last meeting during which the Commission expressed its formal support for the effort, the bill related to regional planning council grant eligibility has received the following bill number (A8374).

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.

Assemblymember McDonald is the lead sponsor in the Assembly. NYSARC members are encouraging their members to support the bill also.

CDPRC is hopeful this bill will have a line in the executive budget, and to have further information and discussions at the next board meeting in April.

10. **2023 Year in Review**

In 2023, CDRPC continued with virtual training, offering 11 webinars with 400 Registrants. <https://cdrpc.org/webinararchive>

- Fall Planning and Zoning Workshop Ever ~ 150 registrants.
- 2 Code Trainings.
- 34 Targeted Eblasts with 37% open rate
- 18 News Posts
- 6 Newsletters and DataNews Blasts
- 14 DataNews Posts
- 10% YOY increase in social media followers.

The Technical Assistance Program saw two projects begin in 2023:

- City of Saratoga Springs Truck Study (**Saratoga**): Will develop recommendations related to commercial traffic on Broadway.
- Village of Mechanicville Depot Square Intersection Redesign and Improvement Pilot (**Saratoga**): The project will provide concept designs to reimagine the Village’s Depot Square to enhance safety and aesthetics.

Data Services provided:

Quarterly DataNews and Newsletter email blasts

- Regional Demographic analyses
- 2010 GHG Inventory Dashboard
- Town of East Greenbush NRI
- Broadband Analyses

Clean Energy Communities:

- Continued Implementation of Clean Energy Communities Program in partnership with NYSERDA, providing technical support to over 350 communities throughout the 28-county Eastern Territory
- Developed recently approved proposal for \$2.33 million dollar addition to the existing contract for a total of \$3,753,693 in funding for 2024 through 2026
- Assisted NYSERDA in developing the recently release new program update

EPA Climate Action Plan worked with and:

- Secured \$1,000,000 planning grant from EPA to develop a regional climate action plan.
- Engaged regional and municipal partners to develop GHG reduction measures.
- Developing the phase 1 Priority Climate Action Plan due March 1, 2024
- Developed regional GHG Dashboard

CSO Pool Communities:

- \$65m Beaver Creek Clean River Project (“Big C”) construction nearing completion.
- Communities have secured all financing needed to complete projects.
- Facilitating Rapid Turn Around for Beaver Creek Construction
- 65 projects and programs complete (includes pre-order “credit” projects)
- Two projects under construction, three projects in design for 2022 construction.
- Nine administrative, milestone and regulatory milestones met.

604B:

- Watervliet Source Water Protection Plan Update Complete (Albany County)
- Subwatersheds mapped and analyzed.
- Code audits completed.
- Final report being reviewed by DEC.
- Tomhannock Source Water Protection Plan Update Complete (Rensselaer County)
- Data collection complete
- Mapping complete

Economic Development:

- Closed out CARES Act Economic Recovery work.
- Subgrant program (\$50,000 allocated to each county)
- Economic Recovery Dashboard
- Clean Energy Supply Chain Study

FLIP:

- In its fourth year of the program, FLIP was awarded the University at Albany President's Award for Distinguished Public Engagement awarded April 25, 2023!

EDA Investment:

- Adoption of new 5-year Comprehensive Economic Development Strategy
- Continued Foreign Trade Zone (FTZ) Administration and Outreach
- Curia expansion of production authority
- IMPLAN Economic Impact Analysis

CDYCI:

- Lease extended through 2044.
- \$16,000,000+ in DASNY bonds closed.
- RFPs issued for Prime Contractors.
- Contracts awarded to Prime Vendors.
- Lowest Rate of Incidents in the State.
- New Recruitment and Retention Planning.

Thank you to the Staff for a successful 2023.

11. Other Business

- Hope to hire another Water Quality person soon.
- 41% completion on the work being done at the Juvenile Facility.

13. Adjournment

Action Taken:

Craig Warner made a motion to adjourn and Mike Stammel seconded it. The motion passed unanimously.

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

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

_____ Date: _____
David Hogenkamp, Secretary / Treasurer