

COMMISSION MEETING
10:00 am, Wednesday June 18, 2025

Members Present at CDRPC Office:, Williard A Bruce, Larry Schillinger, Jasmine Higgins, Kristin Swinton, Judith Breselor, Wayne Gendron, Jacqueline Stellone, Mike Stammel, Joe Grasso, Craig Warner, Charles Davidson, David Hogenkamp, Yi-Mei Han,

Present via videoconferencing at a publicly noticed meeting location: Jason Kemper

Others Present via Video Conferencing: James Shaughnessy, Opal Hinds

Members / Others Absent: Carolyn McLaughlin, Agatha Reid, Gary Hughes, Haileab Samuel

Staff Present: Mark Castiglione, Haley Balcanoff, Amy Weinstock, Josh Dranoff, Madison Hrysko, Todd Fabozzi, Erin Herring, Tara Donadio, Lauren Oertel, Fernanda Farche.

Presiding, Jacqueline Stellone, Chair, called the meeting to order at 10:00 am.

1. Welcome & Introductions

Chair Stellone welcomed everyone to the meeting. Introductions were made.

2. Presentation: [Capital Region Housing Trends: Missing Middle vs. Single-Family](https://cdrpc.org/capital-region-housing-trends-missing-middle-vs-single-family)
- Madison Hrysko

CDRPC has released our housing report, Capital Region Housing Trends: Missing Middle Vs. Single-Family, which provides a comprehensive look at housing trends across the Capital Region. This report focuses on missing middle housing types, investor activity, and affordability trends from 2019 to 2024, which offers valuable insights for policymakers, planners, residents, and real estate professionals.

<https://cdrpc.org/capital-region-housing-trends-missing-middle-vs-single-family>

3. A Proclamation Honoring Bill Bruce on 20 years of Service

A Proclamation Commending

Willard “Bill” Bruce

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, Willard “Bill” Bruce was appointed to the Capital District Regional Planning Commission in 2005 by the Albany County Legislature and has faithfully attended the meetings and participated in the proceedings; and

WHEREAS, Bill Bruce served as an Officer of the Commission numerous times and was elected to serve as Chair of CDRPC in 2012; and

RESOLVED, that the Capital District Regional Planning Commission does hereby pause in their deliberations on June 18, 2025 to honor and commend Bill Bruce 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 Bill Bruce by the Commission as symbols of appreciation.

Action Taken:

David Hogenkamp made a motion to approve the Proclamation Honoring Bill Bruce on his 20 years of service, and Charles Davidson seconded it. The motion passed unanimously.

4. Approve the April 16, 2025 Meeting Minutes

The minutes were distributed to the Board before the meeting.

Action Taken:

Kristin Swinton made a motion to approve the April 16th meeting minutes and Craig Warner seconded it. The motion passed unanimously.

5. Financial Statements Through May 31, 2025

All invoices have been sent to the counties first quarter and semi-annual billings.

Through the fiscal year, the estimated revenues are at 36% of the budgeted amount and expenses are at 38%. Par is 41%. The amounts for our first quarter billings have been issued and bills for quarter 2 will be completed after the end of June.

As noted on the Balance Sheet, on May 31, 2025 we had \$272,224 cash in the bank not including amounts for the NYSEDA CECF program, NYCLASS, and the FSA account. The outstanding receivables total \$394,607. The majority of the receivables reflect the payment due to CDRPC from NYS Agencies.

Action Taken:

David Hogenkamp made a motion to approve the March 31 2025 financial statements and Charles Davidson seconded it. The motion passed unanimously.

6. Resolution to Open Credit Card Accounts with Pioneer Commercial Bank

With our banking change from Broadview to Pioneer, we need to establish a line of credit to be issued credit cards. The appropriate staff and board officers need to complete and file the paperwork once approved.

Action Taken:

David Hogenkamp made a motion to approve the Resolution to establish a line of credit

to be issued credit cards with Pioneer Bank, and Judith Breselor seconded it. The motion passed unanimously.

7. Resolution Designating Authorized Official for the Purposes of the NBRC Program and Approving Draft MOU

The MOA outlines a partnership in which CDRPC, acting as a Local Development District (LDD), will provide technical assistance and capacity-building services to support potential applicants in New York State seeking funding from the NBRC. The goal is to enhance regional economic development by helping under-resourced communities generate, develop, and submit competitive project proposals aligned with NBRC's mission. The NBRC has already allocated two years of funding to NYS to support this work with \$110,000 annually. Rensselaer, Saratoga and Schenectady Counties are within the eligible area. Authorized Official Resolution is needed to ensure that a legally recognized executive—referred to as the Authorized Official (AO)—is formally empowered to sign all NBRC investment documents on behalf of the applicant organization. This resolution is a required component of the NBRC funding application process.

Action Taken:

Mike Stammel made a motion to approve the Authorized Official Resolution and authorize the Executive Director to negotiate and execute the final MOA and Charles Davidson seconded it. The motion passed unanimously.

8. Federal Funding Update

The chart below shows the percentage breakdown of our revenue streams of which, 45.6% comes either directly or indirectly from Federal Sources. In addition to budgetary considerations, our federal Foreign Trade Zone operations may experience an increase in activity.

Direct Federal

Economic Development Administration (EDA) – Partnership Planning Program Grant

- Summary: CDRPC executed a new four-year grant in 2024 which runs through 2027. This grant funds our economic development technical assistance. What's more, a reauthorization of EDA was signed into law in January. The reauthorization provides additional planning grant funds and the program enjoys bipartisan support. The agency was proposed to be eliminated in the Trump administration's budget plan.

Environmental Protection Agency – Climate Pollution Reduction Grant

- Summary: Funds under this grant were paused in February but were restored in March. EPA oversight staff have advised to proceed with delivering program deliverables. Certain elements related to disadvantaged communities have been removed but EPA has provided no definitive guidance as yet. The elimination of potential implementation funds from the \$27 billion dollar Greenhouse Gas Reduction Fund authorized by the Inflation Reduction Act are the subject to several lawsuits brought by states.

Northern Border Regional Commission (NBRC)

Summary: CDRPC is the designated Economic Development District (LDD) for the federal Northern Border Regional Commission. In that role, we provide technical assistance to NBRC grantees related to federal grant administration. The new three party MOU will allocate up to \$110,000 to CDRPC for related technical assistance work. While funding for the first two years of the partnership are held by NYS, the future of the partnership will be impacted should the NBRC be eliminated as proposed in the Trump administration's budget plan.

Federal Passthrough

- CDRPC executed a ten-year contract with a term covering state fiscal years 2022 through 2032. This grant largely funds our data analysis work including GIS mapping. The US DOT issued a January directive would prioritize issuing grants, loans, and contracts to communities with "marriage and birth rates higher than the national average." This order may have significant impact on state and local governments as US DOT provides \$32 billion to states which rely heavily on federal funds in their transportation budget. Currently, Congress requires these funds to be allocated by a population-based formula which does not consider birth or marriage rates and it's unclear how the Trump administration would include these factors in allocation decision or ignore congressional restrictions. Maps showing areas above/below the national average for births and marriage rates are attached. In addition, the administration has not proposed eliminating "PL funds" outright, but it has taken steps to pause or delay disbursements and new obligations at its discretion. This creates uncertainty for MPOs (and by extension CDRPC) that rely on predictable federal funding to carry out their Unified Planning Work Programs (UPWPs).

NYS Department of Environmental Conservation – Clean Water Act Section 604(b) Water Quality Planning Program

- Clean Water Act Section 604(b) Water Quality Planning Grants fund regional comprehensive water quality management planning activities as described in Section 604(b) of the federal Clean Water Act. 604(b) funds are to be used for water quality management planning activities, such as determining the nature, extent and causes of point and nonpoint source water pollution problems, and developing plans to resolve these problems. CWA section 205(j) requires that each state must pass through at least 40 percent of its section 604(b) funds to regional public comprehensive planning organizations or other appropriate interstate organizations to conduct planning activities. The EPA is the federal administering agency. The administration's budget proposes a \$2.46 billion cut to the Clean and Drinking Water State Revolving Funds, slashing 89% of FY 2025 funding. Since Section 604(b) funds are derived from 1% of CWSRF allotments, this would drastically reduce available planning funds for states and regional planning organizations.

NYS Department of State – Regional Broadband Deployment Planning – NBRC

This grant funded our work to complete the Regional Broadband Feasibility Study and provide consultant support to counties/ISPs who are seeking Broadband Equity, Access and Deployment (BEAD) program funding. While the Trump administration has

indicated the need for changes to the BEAD program, it should not impact the closeout of this grant.

Other Federal Programs

Foreign Trade Zone #121

Due to the escalation of tariffs—especially on Chinese goods (some as high as 145%)—there has been a surge in companies turning to FTZs and bonded warehouses to defer or avoid paying duties.

FTZs allow importers to store goods without paying tariffs until the goods enter the U.S. market, offering flexibility and cost savings.

A Foreign-Trade Zone is a secured, designated location in the United States, in or near a U.S. Customs Port of Entry, where foreign and domestic merchandise is generally considered to be in international commerce (i.e., outside of the U.S. Customs territory). The FTZ program was created by Congress to incentivize U.S. manufacturing and distribution specifically in cases where foreign entities maintain a tariff advantage.

In 1985, CDRPC was granted the authority to establish a Foreign-Trade Zone (FTZ #121) covering Albany, Rensselaer, Saratoga and Schenectady counties by the Foreign-Trade Zones Board of the U.S. Department of Commerce (Board Order No. 307, 07/18/85). Authority was expanded to cover Fulton County in 1996 (Board Order No. 922, 09/25/97). In mid-2010, the Foreign-Trade Zones Board approved the reorganization and expansion of FTZ #121 under the new Alternative Site Framework (ASF) (Board Order No. 1694, 07/08/10). FTZ #121 now serves 10 counties: Albany, Columbia, Greene, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Warren and Washington.

Effective April 5, 2025, President Trump implemented reciprocal tariffs on most goods imported into the US from all countries, with limited exceptions in certain industry sectors. The executive order requires that all subject goods be admitted to U.S. Foreign-Trade Zones (FTZs) in Privileged Foreign (PF) status (unless Customs-entered first and then admitted in Domestic Status). This status locks in the tariff rate in effect at the time the status is elected, which is typically when the goods are admitted into the zone. Tariffs on the product must be paid when the goods are removed from the zone and shipped into U.S. commerce.

While the implementation of the PF status requirement lessens the tariff mitigation opportunities for many U.S. manufactures, U.S. FTZ Operator/Users may still:

- Export from the FTZ duty-free. This applies to both distribution and manufacturing zones. There are limitations on this benefit with respect to the shipment of U.S. FTZ manufactured goods to Canada, Mexico or Chile due to terms of trade agreements between the U.S. and those countries.
- Defer duty payment (a cash flow savings opportunity) until the time at which the goods are shipped into the U.S. commerce.
- Reduce fees and increase efficiencies for entry processing by utilizing FTZ weekly entry procedures.
- Streamline logistics and accelerate supply chain speed through dire

9. Proposed Preliminary 2026 Budget

Budget highlights were discussed amongst the Board. A copy is below.

Action Taken:

Jasmine Higgins made a motion to approve the proposed preliminary budget for 2026 and Craig Warner seconded it. The motion passed unanimously.

CDRPC Proposed Preliminary 2026 Budget

Account	2024 Actual	2025 Adopted	2026 Preliminary	
			Amount	Change from adopted 2025 Budget
REVENUE				
R2390 County Contributions: \$215,739				
R2390.1 Albany County	80,459	\$82,873	\$ 85,358.80	\$2,486
R2390.2 Rensselaer County	41,176	\$42,412	\$ 43,684.14	\$1,272
R2390.3 Saratoga County	60,184	\$61,989	\$ 63,849.12	\$1,860
R2390.4 Schenectady County	40,392	\$41,604	\$ 42,852.10	\$1,248
R2401.0 Interest & Earnings	8,136	8,000	5,700	(2,300.00)
R2770.1 Miscellaneous	3,166	100	100	-
R2770.3 Contractual Services	46,427	35,300	31,600	(3,700.00)
R2770.4 FTZ#121	28,000	42,500	42,500	-
R2770.5 CDRPC Workshops/Special Events	13,508	10,000	12,000	2,000.00
R2770.6 CDYCI	102,000	102,000	102,000	-
R3900.3 NYSERDA	424,966	330,000	389,000	59,000.00
R3900.4 Climate Smart	78,589	165,000	153,000	(12,000.00)
R3900.6 LTCP CSO	81,137	50,000	56,943	6,943.00
R4000.2 EDA	70,000	70,000	70,000	-
R4000.3 Water Quality	62,466	87,000	87,508	508.00
R4000.4 UPWP	119,748	170,000	180,000	10,000.00
R4000.6 DOS Broadband	175,705	100,000	-	(100,000.00)
R.4000.7 EPA CPRG	97,157	173,590	115,000	(58,590.00)
R.4000.8 NBRC	-	-	110,000	110,000.00
<i>Gross Revenue</i>	1,533,215	\$1,572,368	\$1,591,095	18,727.33
EXPENSE				
E.1010 Salaries	754,244	\$24,940	920,455	95,515.00
E.1030 Temporary Services	8,368	15,300	18,900	3,600.00
E.2010 Office Equipment	12,199	13,900	13,500	(400.00)
E.2020 Furniture & Furnishings	119	1,000	1,000	-
E.4020 CDRPC Workshops/ Special Events	10,299	14,000	14,000	-
E.4021 Conference Registrations/Sponsor	1,298	4,000	4,000	-
E.4030 Consultant Services				-
E.4030.1 Audit and Legal	13,819	15,000	17,000	2,000.00
E.4030.2 Consultant Services	239,605	146,200	30,000	(116,200.00)
E.4040 Agency Memberships	4,806	9,620	7,000	(2,620.00)
E.4051 Computer Supplies/Software	14,748	16,000	16,000	-
E.4055 Data Purchases	389	530	530	-
E.4060 Equipment Maintenance	-	1,500	1,500	-
E.4070 Office Supplies	3,379	3,000	5,000	2,000.00
E.4080 Books & Journals	985	1,000	1,850	850.00
E.4090 Printing & Publishing	3,375	3,500	3,500	-
E.4110 Rent	62,589	65,000	66,000	1,000.00
E.4121 Telephone/Internet	7,633	8,100	7,700	(400.00)
E.4130 Travel	7,360	7,000	7,000	-
E.4140 Equipment Repairs	-	500	500	-
E.4150 Postage	939	900	1,000	100.00
E.4160 Miscellaneous	635	500	500	-
E.4170 Payroll Services	6,583	3,500	3,500	-
E.4190 Contingent Fund	-	1,000	1,000	-
E.4200 Insurance-General	5,257	5,200	5,400	200.00
E.4210 Meeting Expenses	2,830	3,200	3,200	-
E.5300 Banking Fees	143	1,500	1,500	-
E.8010 NYS Retirement	77,805	77,500	88,500	11,000.00
E.8020 Compensated Absences	1,656			
E.8030 FICA	54,958	64,278	71,861	7,582.66
E.8040 Ins.-Worker's Comp. & Dis.	6,849	4,700	4,700	-
E.8041 NY Paid Family Leave	(253)			
E.8050 Ins.-Health	202,299	250,500	265,000	14,500.00
E.8060 Ins.-Unemployment	3,116	6,000	6,000	-
E.8070 Prof. Memberships	1,066	2,000	2,000	-
E.8080 Continuing Education	404	1,500	1,500	-
E.9000 Depreciation Expense	146			
<i>*Gross Expenses</i>	1,509,649	1,572,368	1,591,096	18,728
**Net Operating Income	23,567	\$ (0)	0	
A825 Fund Balance-Reserved				-
A909 Fund Balance-Unreserved	(\$23,567)	\$0	\$0	-
<i>Net Income</i>	\$ -		\$ -	\$ -

10. 2024-2025 Annual Report

A copy of the report was distributed and discussed amongst the Board.

11. Other Business

No other business was discussed.

11. Adjournment

Action Taken:

Mike Stammel made a motion to adjourn, and Charles Davidson seconded it. motion passed unanimously. The meeting was adjourned at 10:48.

The next Commission Meeting Date: 10:00am, October 15, 2025

Amy Weinstock
Office Manager

Reviewed and approved by

_____ Date: _____
Jasmine Higgins, Secretary / Treasurer