

COMMISSION MEETING
10:00 am, Wednesday December 17, 2025

Members Present at CDRPC Office:, Williard A Bruce, Jasmine Higgins, Carolyn McLaughlin, Larry Schillinger, Judith Breselor, James Shaughnessy, Jacqueline Stellone, Mike Stammel, Joe Grasso, Agatha Reid, Craig Warner, Charles Davidson, David Hogenkamp, Gary Hughes, Haileab Samuel, Yi-Mei Han.

Present via videoconferencing at a publicly noticed meeting location:

Others Present via Video Conferencing:, Kristin Swinton, Opal Hinds, Jason Kemper, Heather Lewis, (MMB & CO.)

Members / Others Absent: Wayne Gendron

Staff Present: Mark Castiglione, Haley Balcanoff, Amy Weinstock, Madison Hrysko, Todd Fabozzi, Kate Maynard.

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. 2024 Audit Presentation

The 2024 audit was presented to the Board by Heather Lewis from MMB & Co. There is a new standard for compensated absences that had to be noted but did not change audit results or process. No significant difficulties, material weaknesses, non compliance issues or any other problems were noted with the audit. It was fairly presented and a clean opinion was offered which is the highest rank the auditors could rate CDRPC.

Action Taken:

Gary Hughes made a motion to approve the 2024 audit as presented and Craig Warner seconded it. The motion passed unanimously.

3. Approve the October 15, 2025 Meeting Minutes

The minutes were distributed to the Board before the meeting.

Action Taken:

Gary Hughes made a motion to approve the October 15th meeting minutes, and David Hogenkamp seconded it. The motion passed unanimously.

4. Financial Statements Through November 30, 2025.

All invoices have been sent to the counties for 100% of annual payments.

Through the fiscal year, the estimated revenues are at 87% of the budgeted amount and expenses are at 82%. Par is 91.5%. The amounts for our third quarter billings have been issued and bills for the fourth quarter will be booked in January. Through November the operating surplus is \$71,267.

As noted on the Balance Sheet, on November 30, 2025 we had \$322,791 cash in the bank not including amounts for the NYSERDA CECP program, NYCLASS, and the FSA account. The outstanding receivables total \$308,525. The majority of the receivables reflect the payment due to CDRPC from NYS Agencies.

5. A Report from the Nominating Committee

The Nominating Committee presents the following proposed slate of officers for 2026 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. Terms for Commissioners representing Rensselaer and Saratoga Counties expire on December 31 and appointments for both will be made at the January meetings of both legislatures. The Board recommended that they delay electing officers until after the counties appoint Commissioners to new terms.

Chair:	Joseph Grasso (Saratoga County)
First Vice-Chair:	David Hogenkamp (Schenectady County)
Second Vice Chair:	Jasmine Higgins (Albany County)
Secretary/Treasurer:	Michael Stammel (Rensselaer County)

6. 2026 Meeting Schedule

The following are proposed dates for the 2026 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 10:00 AM.

January 21, 2026
April 15, 2026
June 17, 2026
October 21, 2026
December 16, 2026

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.

7. Executive Session

Action Taken:

Gary Hughes made a motion to enter executive session to discuss personnel matters, and Larry Schillinger seconded it. The motion passed unanimously.
Gary Hughes made a motion to exit executive session at 10:45 and Larry Schillinger seconded it. The motion passed unanimously.

8. 2026 Proposed Budget

The Board previously adopted the Preliminary Budget at its June meeting which allowed us to send the Commission's request for the 2026 county contributions over the summer. Based on the proposed budget, we anticipate a balanced budget in 2026. The Unreserved Fund Balance at the close of 2024 was \$704,616.

CDRPC Proposed 2026 Budget

Account	2024 Actual	2025 Adopted	2026 Proposed	
			Amount	Change from adopted 2025 Budget
REVENUE				
R2390 County Contributions: \$215,739				
R2390.1 Albany County	80,459	\$82,873	\$ 85,359	\$2,486
R2390.2 Rensselaer County	41,176	\$42,412	\$ 43,684	\$1,272
R2390.3 Saratoga County	60,184	\$61,989	\$ 63,849	\$1,860
R2390.4 Schenectady County	40,392	\$41,604	\$ 42,852	\$1,248
R2401.0 Interest & Earnings	8,136	8,000	6,000	(2,000.00)
R2770.1 Miscellaneous	3,166	100	100	-
R2770.3 Contractual Services	46,427	35,300	49,600	14,300.00
R2770.4 FTZ#121	28,000	42,500	49,000	6,500.00
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	318,000	(12,000.00)
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	77,000	7,000.00
R4000.3 Water Quality	62,466	87,000	100,000	13,000.00
R4000.4 UPWP	119,748	170,000	180,000	10,000.00
R4000.6 DOS Broadband	175,705	100,000	-	(100,000.00)
R4000.7 EPA CPRG	97,157	173,590	115,000	(58,590.00)
R4000.8 NBRC Program	-	-	110,000	110,000.00
Gross Revenue	1,533,215	\$1,572,368	\$1,564,387	(7,980.67)
EXPENSE				
E.1010 Salaries	754,244	824,940	880,000	55,060.00
E.1030 Temporary Services	8,368	15,300	18,900	3,600.00
E.2010 Office Equipment	12,199	13,900	14,400	500.00
E.2020 Furniture & Furnishings	119	1,000	1,000	-
E.4020 CDRPC Workshops/ Special Events	10,299	14,000	12,000	(2,000.00)
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	19,250	4,250.00
E.4030.2 Consultant Services	239,605	146,200	42,000	(104,200.00)
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	4,000	500.00
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	3,000	(500.00)
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	3,000	(200.00)
E.5300 Banking Fees	143	1,500	250	(1,250.00)
E.8010 NYS Retirement	77,805	77,500	114,917	37,417.00
E.8020 Compensated Absences	1,656			
E.8030 FICA	54,958	64,278	68,766	4,487.85
E.8040 Ins.-Worker's Comp. & Dis.	6,849	4,700	3,000	(1,700.00)
E.8041 NY Paid Family Leave	(253)			
E.8050 Ins.-Health	202,299	250,500	229,000	(21,500.00)
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			
*Gross Expenses	1,509,649	1,572,368	1,547,963	(24,405)
**Net Operating Income	23,567	\$ (0)	16,424	-
A825 Fund Balance-Reserved				-
A909 Fund Balance-Unreserved	(\$23,567)	\$0	(\$16,424)	-
Net Income	\$ -	\$ -	\$ -	\$ -

Action Taken:

Larry Schillinger made a motion to approve the 2026 budget and Jasmine Higgins seconded it. The motion passed unanimously.

9. 2025 Recap

Technical Assistance:

Two Project Started in 2025

- City of Saratoga Springs Buildout Analysis -

Two Projects Completed in 2025

- [City of Albany Preliminary EV Curbside Charging Siting Analysis](#) -
- [Regional Reuse Center Project \(Town of Bethlehem, Albany County\)](#)

GIS and Data Services



Economic Development:

- 2 New FTZ Operators
- Foreign Trade Zone Strategies Statewide Webinar
- Broadband Expansion: \$13.19M BEAD grants
- Northern Border Regional Commission Annual Program Grant
- Increased EDA allocation.

EPA Climate Action Plan

- Secured \$1,000,000 planning grant from EPA to develop a regional climate action plan
- Engaging regional and municipal partners to develop GHG reduction measures
- Completed CCAP in September 2025
- Developed regional GHG Dashboard and Climate Action Portal to Assist Implementation

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 released new program update.

Albany CSO Pool Communities Corp.

- August was the opening of the Beaver Creek Clean River Project. The updated plant has the capability to screen, as well as disinfect up to 300 million gallons annually of sewage overflow from the Beaver Creek.

604B Water Quality Program

- Watervliet Source Water Protection Plan Nearing Completion
 - Subwatersheds mapped and analyzed
 - Code audits completed
 - Hosted Stakeholder Group Meetings
 - Hired a new Senior Planner to lead environmental planning initiatives.

Capital District Youth Center

- A Rededication ceremony was held June 5, 2025 to celebrate the completion of a multi million dollar project expanding and updating the facility.

10. Other Business

No other business was discussed.

11. Adjournment

Action Taken:

Garry Hughes made a motion to adjourn, and Mike Stammel seconded it. The motion passed unanimously. The meeting was adjourned at 11:13. The next Commission Meeting Date: 10:00am, January 21, 2026

Amy Weinstock, Office Manager.

Reviewed and approved by Jasmine Higgges, Secretary / Treasurer Date: _____