COMMISSION MEETING
10:00 am, Wednesday June 17, 2026

Members Present at CDRPC Office: Willard A. Bruce, Jasmine Higgins, Kristin Swinton, Larry Schillinger, Judith Breselor, Dan Casale, Agatha Reid, Mike Stammel, Charles Davidson, , Joe Grasso, David Hogenkamp, Gary Hughes, Yei-Mei-Han, Haileab Samuel.

Members Present via Video Conferencing: Jason Kemper, Craig Warner, Opal Hinds.

Members / Others Absent:, Carolyn McLaughlin, James Shaughnessy

Staff Present: Mark Castiglione, Amy Weinstock, Josh Dranoff, Madison Hrysko, Todd Fabozzi, Fernanda Farche, Loviena Garcia, Jasleen Jaspal, Nathalie Berger (Zoom), Haley Balcanoff (Zoom)

Presiding, Joe Grasso, Chair called the meeting to order at 10:00 am.

1. Welcome & Introductions

Chair Joe Grasso welcomed everyone to the meeting, introductions were made.

2. Presentation: ***Online Tools for Local Planning- Capital Region Climate Action Portl, and the Capital Region natural Resource Inventory (NRI) Portal.***

- **Josh Dranoff, Senior Sustainability Planner, Madison Hrysko, Data and GIS Manager.**

To facilitate municipal and public awareness, a Capital Region Climate Action Portal was developed as a companion to the CCAP. The Portal includes a GHG Inventory Dashboard, GHG Mitigation Measures, and comprehensive visual and spatial documentation of community and municipal climate action to date. The Portal serves as an online clearinghouse for regional climate action data, tools, support, and ongoing implementation and tracking.

The Capital District Regional Planning Commission (CDRPC) is pleased to announce the public launch of the Capital Region Natural Resource Inventory (NRI) Portal, a new interactive, web-based planning resource designed to help municipalities identify, visualize, and protect important natural resources within their communities. The Capital Region NRI Portal brings together a wide range of environmental and land use datasets in a single, easy-to-use mapping platform. Natural Resource Inventories are a foundational planning tool that help communities understand the location and extent of features such as wetlands, floodplains, forests, water resources, steep slopes, and other environmentally significant areas. These inventories support informed decision-making related to land use, zoning, open space planning, climate mitigation, climate resilience, and environmental protection. The Capital Region NRI Portal was intentionally designed to provide municipalities with all of the tools needed to create their own customized Natural Resource Inventories, regardless of local GIS capacity. Through an intuitive, map-based interface, users can explore authoritative data, focus on individual municipal boundaries, and tailor views to reflect local planning priorities. Unlike traditional static reports, the portal functions as a living planning resource, allowing communities to explore data

dynamically, support planning board review processes, and lay the groundwork for locally adopted NRIs and related implementation efforts.

3. Approval of the April 15, 2026 Meeting Minutes

The minutes were distributed to the Board before the meeting.

Action Taken:

Larry Schillinger made a motion to approve the April 15 2026 meeting minutes and Mike Stammel seconded it. The motion passed unanimously.

4. Financial Statements Through May 31, 2026

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

Through the fiscal year, the estimated revenues are at 33% of the budgeted amount and expenses are at 41%. Par is 41%. The reimbursements for our first quarter billings were submitted. Quarter 2 bills will be sent to our granting agencies in July.

As noted on the Balance Sheet, on May 31, 2026 we had $250,894 cash in the bank not including amounts for the NYSERDA CECP program, NYCLASS, and the FSA account. The outstanding receivables total $631,413 of which 496,383.73 from NYS and Federal Agencies.

Action Taken:

Judith Breselor made a motion to approve the financial statements through May 31, 2026 and Mike Stammel seconded it. The motion passed unanimously.

5. Proposed Preliminary 2027 Budget

The Preliminary 2027 Budget was approved by the A&F Committee. The Board previously adopted the Preliminary Budget at its June meeting which allowed us to send the Commission's request for the 2027 county contributions over the summer.

- Overall, the 2027 proposed budget is 1.1% decrease vs the 2026 budget. 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 Preliminary 2027 Budget

Account	2025 Actual	2026 Adopted	2027 Proposed	
			Amount	Change from adopted 2026 Budget
REVENUE				
R2390 County Contributions: $215,739				
R2390.1 Albany County	82,873	$85,359	$ 87,920	$2,561
R2390.2 Rensselaer County	42,412	$43,684	$ 44,995	$1,311
R2390.3 Saratoga County	61,989	$63,849	$ 65,765	$1,915
R2390.4 Schenectady County	41,604	$42,852	$ 44,138	$1,286
R2401.0 Interest & Earnings	7,104	6,000	6,000	-
R2770.1 Miscellaneous	-	100	100	-
R2770.3 Contractual Services	42,550	49,600	30,000	(19,600.00)
R2770.4 FTZ#121	25,000	49,000	38,000	(11,000.00)
R2770.5 CDRPC Workshops/Special Events	12,721	12,000	12,000	-
R2770.6 CDYCI	102,000	102,000	102,000	-
R3900.3 NYSERDA	277,480	318,000	344,000	26,000.00
R3990.4 Climate Smart	116,696	153,000	181,900	28,900.00
R3900.6 LTCP CSO	70,866	56,943	70,000	13,057.00
R3900.8 NBRC Program	34,054	110,000	110,000	-
R3900.9 NYS ESD	49,601	-	-	-
R4000.2 EDA	70,000	77,000	84,000	7,000.00
R4000.3 Water Quality	77,185	100,000	100,000	-
R4000.4 UPWP	130,394	180,000	150,000	(30,000.00)
R4000.6 DOS Broadband	49,877	-	-	-
R.4000.7 EPA CPRG	298,479	115,000	76,000	(39,000.00)
Gross Revenue	1,592,885	$1,564,387	$1,546,816	(17,570.68)
EXPENSE				
E.1010 Salaries	818,120	880,000	864,000	(16,000.00)
E.1030 Temporary Services	14,391	18,900	18,900	-
E.2010 Office Equipment	13,522	14,400	14,400	-
E.2020 Furniture & Furnishings	-	1,000	1,000	-
E.4020 CDRPC Workshops/ Special Events	7,823	12,000	10,000	(2,000.00)
E.4021 Conference Registrations/Sponsor	2,018	4,000	4,000	-
E.4030 Consultant Services				-
E.4030.1 Audit and Legal	19,147	19,250	19,250	-
E.4030.2 Consultant Services	45,639	42,000	32,000	(10,000.00)
E.4040 Agency Memberships	2,725	7,000	7,000	-
E.4051 Computer Supplies/Software	11,798	16,000	15,000	(1,000.00)
E.4055 Data Purchases	165	530	13,130	12,600.00
E.4060 Equipment Maintenance	550	1,500	1,500	-
E.4070 Office Supplies	3,210	5,000	5,000	-
E.4080 Books & Journals	1,239	1,850	1,850	-
E.4090 Printing & Publishing	7,583	4,000	4,000	-
E.4110 Rent	61,445	66,000	63,000	(3,000.00)
E.4121 Telephone/Internet	7,635	7,700	7,700	-
E.4130 Travel	5,279	7,000	7,000	-
E.4140 Equipment Repairs	359	500	500	-
E.4150 Postage	122	1,000	1,000	-
E.4160 Miscellaneous	165	500	500	-
E.4170 Payroll Services	7,085	3,000	3,000	-
E.4190 Contingent Fund	-	1,000	1,000	-
E.4200 Insurance-General	5,365	5,400	5,400	-
E.4210 Meeting Expenses	1,021	3,000	3,000	-
E.5300 Banking Fees	130	250	250	-
E.8010 NYS Retirement	93,462	114,917	115,000	83.00
E.8020 Compensated Absences	*45,254*			
E.8030 FICA	59,536	68,766	67,542	(1,224.00)
E.8040 Ins.-Worker's Comp. & Dis.	5,842	3,000	6,000	3,000.00
E.8050 Ins.-Health	232,885	229,000	247,900	18,900.00
E.8060 Ins.-Unemployment	3,282	6,000	3,495	(2,505.00)
E.8070 Prof. Memberships	775	2,000	2,000	-
E.8080 Continuing Education	340	1,500	1,500	-
E.9000 Depreciation Expense	1,901			
****Gross Expenses***	1,479,813	1,547,963	1,546,817	(1,146)
*****Net Operating Income***	113,072	$ 16,424	0	
A825 Fund Balance-Reserved				-
A909 Fund Balance-Unreserved	($113,072)	($16,424)	$0	.
Net Income	$ -		$ -	$ -

6. Tier 6 Impacts

Recent changes to New York State's Tier 6 retirement system will result in modest but ongoing increases to employer pension costs for participating agencies, including CDRPC. Based on current projections, these changes are anticipated to increase our annual pension costs by approximately $8,000–$12,000 in the near term, with continued upward pressure over time.

Overview of Tier 6 Changes

As part of the FY 2026 State Budget, New York enacted a series of modifications to Tier 6 of the New York State and Local Retirement System (NYSLRS). Key provisions include:

- Reduction in employee contribution rates across salary bands
- Expanded earnings considered in pension calculations (including higher overtime caps)
- Modifications to retirement eligibility and benefits for certain employee groups

Collectively, these changes enhance retirement benefits for Tier 6 employees. At a statewide level, the reforms are projected to increase pension costs by approximately $440 million annually for local governments and participating employers.

Financial Impact to CDRPC

CDRPC participates in the Employees' Retirement System (ERS) and currently maintains:

- Approximately $787,744 in annual ERS payroll
- A current employer contribution rate of approximately 14.6%
- A workforce that is approximately 60% Tier 6

Based on these factors, we estimate:

- Near-term impact: $8,000–$12,000 annual increase in pension costs
- Medium-term outlook: Continued incremental increases as Tier 6 employees make up a larger share of the workforce and as employer contribution rates trend toward statewide averages. While the immediate impact is manageable, these changes represent a gradual structural increase in pension costs over time.

Summary Budget Treatment

CDRPC will absorb these increased costs through adjustments to our calculated fringe benefit rates, ensuring that:

- Pension cost increases are proportionally allocated across programs and contracts
- No direct impact to core operating services or staffing levels is anticipated
- Cost recovery remains aligned with federal and state reimbursement practices

This approach maintains budget stability while ensuring that cost increases are equitably distributed across funding sources.

The Tier 6 reforms will result in manageable but ongoing increases in pension costs. CDRPC is well-positioned to address these impacts through its existing cost allocation framework, including the use of updated fringe rates to recover increased personnel cost.

7. New Hires and Promotions

Our Director of Planning and Economic Development, Kate Maynard has taken a new job as the Commissioner of Planning for Schenectady County. In addition, Assistant Director of Sustainability, Tara Donadio, has taken a position as Senior Manager, Policy & Programs at Northeast Energy Efficiency Partnerships (NEEP) in anticipation of permanent relocation to the Syracuse area to be closer to family. Kate has agreed to remain engaged on a part-time basis to assist with the transition and to wrap up a few ongoing projects.

CDRPC's policy manual prioritizes internal promotions when qualified candidates are available. This is the approach we have taken to ensure minimal disruption in program delivery and fortunately, we have two qualified candidates.

Jasleen Jaspal has been promoted to Planning and Economic Development Program Manager to replace Kate's Director-level position and Fernanda Farche has been promoted from Intern to Environmental Planner to replace Jasleen's current Senior Planner role. Their resumes are attached.

For Tara's position, we have decided not to directly replace Tara's Assistant Director position but rather to promote remaining Sustainability Coordinators, Haley Balcanoff and Josh Dranoff, to Senior Sustainability Coordinators and I have hired Nathalie Berger who will come on board as our new Sustainability Coordinator. Nathalie will be shadowing Haley and Josh so that she can get up to speed as soon as possible.

Fiscal Impact:
With the staffing changes, CDRPC total salaries will decline by $31,600.

The A&F Committee has been briefed in detail about these staffing changes and recommends Commission approval.

8. Accept NBRC Timber for Transit Grant

CDRPC has been awarded $90,000 from the Northern Border Regional Commission (NBRC) under the Timber for Transit Program for a regional feasibility initiative focused on advancing the use of domestically sourced timber products in short-span rural bridge replacements. The application was submitted under the Feasibility Award category and is intended to help rural municipalities prepare future capital bridge projects for state and federal funding.

Key activities include:

- Screening and prioritization of approximately 70–90 rural bridges to identify timber-feasible candidates;
- Development of 16–19 concept-level feasibility packages evaluating timber alternatives, material quantities, and planning-level costs;
- Preparation of two grant-ready timber bridge concepts aligned with NYSDOT standards and BridgeNY requirements;
- Production of a regional Timber Bridge Guide and delivery of a training workshop for municipal highway and public works officials.

Budget and Funding

- **Total Project Cost: $150,000**
- **NBRC Funds Requested: $90,000**
- **Required Match: $60,000 (40%)**
  The full match is provided through a committed contribution from NYS Department of Transportation – Region 1. There is no local cash match or in-kind contribution required from CDRPC or participating municipalities.

Next Steps

While we have received notification of the pending award announcement, we will need to execute a contract with NBRC. Concurrent with the contracting process, we will be developing an RFP to engage an engineering firm to complete the study and designs.

Action Taken:

David Hogenkamp made a motion to accept the grant and to authorize the Executive Director to execute any related agreements or contracts to implement the project, and Gary Hughes seconded it. Joe Grasso recused himself, as his firm may be involved in the program. The motion passed unanimously.

9. Strategic Discussion Working Group

At the request of Board Chair Joseph Grasso, CDRPC has convened a Strategic Discussion Working Group to create a forum for longer, more thoughtful conversations among interested Board members about the Commission's role, portfolio of work, and longer-term direction. The purpose of this group is not to initiate a formal strategic planning process and not to direct staff operations or active programs. Instead, it is intended to provide a setting in which members can engage more deeply with how CDRPC is structured, what it is authorized to do, how its work is funded, and what strategic issues may warrant future Board attention. **The first meeting of the Working Group will be held on June 17, 2026. The meeting** will focus on a high-level overview of the Commission's legal and organizational foundation, operating model, funding structure, and the strategic questions the group should help explore. The intent is to establish a shared baseline and define a productive path for future discussions.

10. 2025-2026 Annual Report

The 2025-2026 annual report is currently in work.

11. Adjournment

Gary Hughes made a motion to adjourn, and Agatha Reid seconded it. The meeting was adjourned at 11:08.

The next Commission Meeting Date: 10:00am, October 21, 2026.

Respectfully submitted, Amy

Weinstock

Office Manager

Reviewed and approved by

_____Date:_____

Michael Stammel, Secretary / Treasurer