

ALBANY CSO POOL COMMUNITIES CORPORATION

C/O Capital District Regional Planning Commission
One Park Place, Suite 102 | Albany, New York 12205 (518) 453-0850 | (518) 453-0856, fax |
www.cdrpc.org

Minutes of Board of Directors Meeting

Thursday, November 8, 2018

10:00am

Board Members Present:

Bill Simcoe – City of Albany
Tom Dufresne – City of Albany
Sean Ward – Village of Green Island
Jeremy Smith – City of Watervliet
Chris Wheland – City of Troy
Mark Hendricks – City of Rensselaer

Also Present:

Martin Daley – CDRPC Staff
Mark Castiglione – CDRPC Staff
Joshua Tocci – CDRPC Staff
Tom White – CDRPC Staff
Mike Miller – APJVT (CHA)
Tim Murphy – Albany County Water Purification District
Angelo Gaudio – Albany County Water Purification District

I. Call to Order/Roll Call

Bill Simcoe called the meeting to order at 10:00am.

II. Reading and Approval of Minutes of October 11, 2018

The minutes were distributed before the meeting. Bill Simcoe asked if anyone had changes they wanted to make to the minutes, none were brought up.

Action Taken

Chris Wheland made a motion to approve and accept the minutes and Jeremy Smith seconded. The motion was approved unanimously.

III. Report from the Governance Committee

Martin Daley gave an overview of what was discussed at the Governance Meeting. Martin is still awaiting all the Board member's self-evaluations. The Governance Committee recommends the board implement a Sexual Harassment and Workplace violence policy. The CSO Corporation does not have these policies in place. Martin offered to have a draft of these policies available for review and adoption at the next meeting.

IV. Report from the Audit Committee

Martin Daley gave a report of what was discussed at the Audit Committee meeting. The Corporation received a Letter of Engagement from West and Co. to complete the 2018 audit of the Corporation's finances. The audit committee recommends that the Board authorize the president to execute the 2018 West and Co.'s Letter of Engagement.

Action Taken

Jeremy Smith motioned to authorize the president to execute the 2018 West and Co.'s Letter of Engagement and Chris Wheland seconded. The Board unanimously approves the motion.

V. Financial Report as of 10/31/18

Tom White prepared the financial report through October 31, 2018 and went over with the Board. The end of September is the end of the fiscal year for the Corporation and Tom gave an overview of the year. The official closing out of the fiscal year will be completed at the next meeting as some expenditures have still not been reported.

Tom also gave an overview of details of each community's direct expenditures for the fiscal year. Tom will be sending out detailed balance information to each of the communities for the current year.

VI. Vendor Invoices

Martin requested approval for an invoice from Grammercy Communications, totaling at \$6,475 for their work on building the CSO website. There are currently enough funds in the CSO account to pay the invoice.

Action Taken

Sean Ward made a motion to approve payments for the vendor invoices totaling \$6,475 and Jeremy Smith seconded. The motion was approved unanimously.

VII. IMA Update

Martin informed the Board that he is still waiting to hear comments back on the IMA. The exhibits are all finished, he is just awaiting final comments on the proposed timeline, as it differs from the original.

The committee discussed upcoming projects, such as the Big C project in Albany and a delay with the Hoosick Street Separation project in Troy. The committee also discussed the possibility of pushing the first payments of the new year back from January to February, or making the first payment due 60 days after the IMA is signed and finalized. This would be done to give the communities more time to prepare the payments. Martin will amend the IMA schedule and distribute the instrument prior to the next board meeting.

X. Other Business

No other business was discussed.

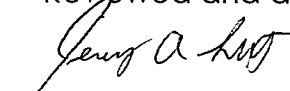
Adjournment

Jeremy Smith made a motion to adjourn the meeting and Sean Ward seconded. The motion was approved unanimously.

Respectfully submitted,

Joshua Tocci
CDRPC Intern

Reviewed and approved by


Jeremy Smith
Board Secretary