



ALBANY CSO Pool Communities

A collaboration between the cities of Albany, Cohoes,
Troy, Watervliet & Rensselaer and the Village of Green Island

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

Minutes of the Board of Directors Meeting Thursday, December 12, 2019 10:00 am

Board Members Present:

Gerry Moscinski – Rensselaer County Sewer District
Garry Nathan – City of Cohoes & Village of Green Island
Tom Dufresne – Albany Water Board
Bill Simcoe - Albany Water Board
Chris Wheland – City of Troy
Mark Hendricks – City of Rensselaer
Sean Ward - Village of Green Island

Also Present:

Andrew Golden- City of Troy
Amy Weinstock – CDRPC Staff
Martin Daley – CDRPC Staff
Tom White – CDRPC Staff
Mark Castiglione- CDRPC Staff
Mike Miller – APJVT (CHA)
Tim Murphy – Albany County Water Purification District

Present via phone: Amy Pedrick, CPA West & Company

I. Call to Order/Roll Call

Board President Bill Simcoe called the meeting to order at 10:00 am. All Communities represented but Watervliet.

II. Reading and Approval of Minutes of November 21, 2019

The minutes were distributed before the meeting.

Action Taken

Chris Wheland made a motion to approve the November 21, 2019 Corporation meeting minutes and Sean Ward seconded. The motion was approved unanimously.

III. Report from Audit Committee

The Audit Committee met immediately prior to this meeting. Amy Pedrick from West and Company reviewed the 2019 audit report and 2019 year-end documentation. There were new procedures and reporting standards discussed.

Action Taken

A motion was made to accept the 2019 draft audit report as presented by Sean Ward and seconded by Bill Simcoe. The motion was approved unanimously.

IV. Report from the Finance Committee

The Governance Committee met immediately prior to this meeting. They would like to close out the 2019 ending September 30, 2019. They recommended the 2019 financial report be approved.

Action Taken

A motion was made to accept the financial report submitted by the Finance Committee to close out the 2019 year ending September 30, 2019 was made by Mark Hendricks and seconded by Chris Wheland. The motion was approved unanimously.

V. IRS 990 filing and New York State Charities' CHAR500 Filing

The 990 filing was presented to the Board for review. Also, there is a \$50 processing fee that is made to the NYS Charities' CHAR500 filing system. Both documents were reviewed.

Action Taken

A motion was made to accept the execution of the 990 and CHAR500 Filings was made by Gary Nathan and seconded by Sean Ward. The motion was approved unanimously.

VI. Annual Report

- A. Investment Report:
- B. Mission Statement and Measurement Report
- C. Procurement Report
- D. Real Property Report
- E. Risk Assessment Report

The annual report was reviewed, and a few key points highlighted. There was an internal control policy summary, the links on the website have been updated to reflect new information and websites and milestone and deadline information has been added. Also, there was only one procurement last year, and that was for West and Company for audit service. There are no investments made by CSO Corp, but deposits in excess of \$250,000 are collateralized. Background information on the mission statement of CSO Corp, as well as grant monies received to Communities through the program was also mentioned in the annual report. It was clarified that CSO does not get grant money, but it is showing that grant money is received through the Company to local Communities.

Action taken

A motion was made to accept the 2019 CSO Annual Report by Gary Nathan and Chris Wheland seconded. The motion passed unanimously.

VII. Financial Report

Financial Status

The Statement of Financial Position shows a cash balance of \$169,881.53; Combined Communities’ Balance of \$170,100.32 and Accounts Payable total of \$0.00.

2. Actual Cost vs 2019 Overall Budget

Project and Administration expenses are invoiced to the communities on an invoice by invoice basis after board approval, grants are accounted for on an accrual basis as anticipated against approved invoices. The corporation records any direct expenditures for work done by the community as a payment to that community’s balance, upon the Board’s approval, as such, each balance is subject to change as expenditures are received and approved by the Board. Fiscal YTD expenditures have been approved for a total \$96,114.10; or 00.58% of the 2019 Budget for Total Expenses. Expenditures have been submitted and approved for Programmed Construction Projects of \$94,231.92; and Corporation Expenses of \$1,882.18.

2020 Budget Components	Budget Amount	Actual	Completed %
Programmed Construction Budget	16,424,000	94,231.92	0.0057%
Corp. Admin, PCCM & Misc. Budget	273,350	1,882.18	0.0069%
Total	16,697,350	96,114.10	0.0058%

3. Communities’ Balances as of 11/30/2019

A Summary of the Communities Balance Status updated at 11/30/2019, as follows:

Community	Balance 10/01/2019	Communities Share of Expenditures Invoiced - Oct 2019 to Date		Communities' Obligations Paid Through 11/30/2019	Funds Paid to Communities	Direct Expense Applied net of grants	Balance 11/30/2019
		LTCP Projects	Albany CSO Corp Expenses				
	+	-	-	+	-	+	=
Albany	\$ 532,833.30	55,295.29	1,104.46		1,158,819.96	94,231.92	\$ (588,154.49)
Troy	\$ (305,991.06)	32,755.02	654.25	1,158,819.96		-	\$ 819,419.64
Cohoes	\$ 127,824.36	2,581.95	51.57			-	\$ 125,190.83
Rensselaer	\$ (265,643.41)	2,007.14	40.09			-	\$ (267,690.64)
Watervliet	\$ 77,791.94	1,093.09	21.83			-	\$ 76,677.02
Green Island	\$ 5,167.37	499.43	9.98			-	\$ 4,657.96
TOTALS	\$ 171,982.50	\$ 94,231.92	\$ 1,882.18	\$ 1,158,819.96	\$ 1,158,819.96	\$ 94,231.92	\$ 170,100.32

The above does not include any yet to be reported expenditures, adjustments to expenditures or grants, which, when presented and approved by the Board may change Communities' Balances.

VIII. Vendor Invoices

The following invoices have been received. Staff is requesting board authorizations to for the following invoices, obtained from the Communities for CSO LTCP work performed during FY2020 up until 12/1/19. Copies of the vendor invoices are provided on the next pages.

Community	Vendor	Invoice	Invoice Date(s)	Associated Work	Invoice Amount
Corp.	West and Co.	84004	12/4/19	AUDIT AND PREPARATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED SEPTEMBER 30, 2019	\$9250.00
Total					\$9,250.00

Action Taken

A Motion was made to approve payment of the West and Company invoice for \$9250.00 by Sean Ward and seconded by Mark Hendricks. The motion was approved unanimously.

IX. Albany CSO Discharge Notification Website

A proposal was submitted to outline the cost of getting the website up to EFC standards. An extra work authorization II will be needed in order to keep costs down and not have to issue new task orders etc. The Board instructed Martin to give the JVT the green light to reactive the weather services aspect of the website. No Board action required.

X. Other Business

- a. The Floatables Project is proceeding with certification.
- b. EFC Financing for the Beaver Creek project going to Finance Committee in January.
- c. New Mayor of Cohoes will sit with the Comptroller and discuss financing of projects.

- d. Next week the CFA awards should be made.
- e. Mereline work has been completed, just need the permeable pavement part done.
- f. Marietta project still working on getting dispersible.

XI. Adjournment

A Motion to adjourn at 10:17 was made by Chris Wheland and Sean Ward seconded. The motion was approved unanimously. The meeting was adjourned 10:17 a.m.

Respectfully submitted,
Amy Weinstock, CDRPC Office Manager

Sean E. Ward

Sean Ward
Albany CSO Pool Communities Corporation Secretary