



# ALBANY CSO Pool Communities

C/O Capital District Regional Planning Commission  
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## Minutes for Corporation Meeting Tuesday, December 19, 2023 10:20 am

Meeting Held Via Zoom and streamed on the CDRPC YouTube Channel  
(<https://www.youtube.com/watch?v=Kyqw2xKPAt0>)

Bill Simcoe, P.E. – Albany Water Board  
Garry Nathan, P.E. – City of Cohoes  
Andrew Golden – City of Troy  
Maggie Alix – Village of Green Island

Also Present:

Mark Castiglione – CDRPC Staff  
Martin Daley – CDRPC Staff  
Tom White – CDRPC Staff  
Mike Rossi - West & Company

### I. Call to Order/Roll Call

President Simcoe conducted the roll call. The meeting was called to order 10:20 a.m.

### II. Reading and Acceptance of the November 9, 2023, Minutes

Draft meeting minutes were distributed prior to the meeting.

### Action Taken

Maggie Alix made a motion to accept the minutes and Gary Nathan seconded it. The motion passed unanimously.

### III. Financial Report as of 12/1/23

The attached Statement of Financial Position shows a cash balance of \$26,410.75; Accounts Receivable of \$0.00; Combined Communities' Balance of \$26,410.75 and Accounts Payable total of \$0.00.

#### Actual Cost vs 2024 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 direct expenditures for work done by a community as a payment to that community's balance, upon the Board's approval.

As of November 30, 2023, Fiscal YTD 2024 total expenditures have been reported and approved for LTCP expenditures of \$00.00, and administrative expenditures of \$00.00.

2024 Budget Components	Budget Amount	Actual	Completed
Programmed Construction Budget	10,415,000.00	1,335,272.06	12.821%
Corp. Admin, PCCM & Misc. Budget	201,000.00	0.00	00.000%
<b>Total</b>	<b>10,616,000.00</b>	<b>0.00</b>	<b>00.000%</b>

### 3.) Communities' Balances as of 11/30/2023

Summary of the Communities Balance Status.

Community	Balance	Communities Share of		Communities'	Funds Paid to	Direct Expense	Balance
	10/01/2023	Expenditures Invoiced	Net of Grants	Obligations Paid			
	Due To Comm.	LTCP Projects	Albany CSO	11/30/2023			11/30/2023
	(Due From)		Corp				
	+	-	Expenses	+	-	+	=
Albany	\$ (2,324,857.86)	(783,537.64)	-	-	-	1,335,272.06	\$ (1,773,123.45)
Troy	\$ 465,761.81	(464,140.57)	-	-	-	-	\$ 1,621.25
Cohoes	\$ 2,449,932.71	(36,586.45)	-	-	-	-	\$ 2,413,346.26
Rensselaer	\$ (442,432.02)	(28,441.29)	-	-	-	-	\$ (470,873.32)
Watervliet	\$ (104,591.16)	(15,489.16)	-	-	-	-	\$ (120,080.32)
Green Island	\$ (17,402.73)	(7,076.94)	-	-	-	-	\$ (24,479.67)
<b>TOTALS</b>	<b>\$ 26,410.75</b>	<b>\$ (1,335,272.06)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,335,272.06</b>	<b>\$ 26,410.75</b>

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.

The above balance represents the net amount, as of the date of the report, each individual Community has invested in the pooled community body of work. Negative numbers represent the amount that is owed by the individual community to the Albany CSO Pool Community Corporation.

#### **IV. Report from Financial Committee**

- a. Close of CSO Financial Report for period ended 9/30/23

The finance Committee approved the year-end financial statements as of 9/30/23.

#### **Action Taken**

Gary Nathan made a motion to accept the CSO Financial Report for period ended 9/30/23 and Maggie Alix seconded it. The motion passed unanimously.

#### **V. Report from Audit Committee**

The audit Committee accepted the 2023 audit and will make sure it is filed with the APO by the end of the year.

#### **Action Taken**

Gary Nathan made a motion to accept the 2023 audit and Andrew Golden seconded it. The motion was approved unanimously.

#### **VI. Tax Filings**

- a. 990
- b. CHAR500

A copy of the 990 was provided to the Board. These documents need to be executed by the Board and signed by the Treasurer. Approval is needed for the CPA firm to execute and file them.

#### **Action Taken:**

Maggie Alix made a motion to authorize the Board to accept the tax documents as provided, as well as allow the Treasurer to sign them so they are

filed by the CPA firm and Gary Nathan seconded it. The motion passed unanimously.

## **VII. 2023 Director's Evaluation Results**

A small discussion was held about the results, and the majority of the submitted answers were all in agreement.

Andrew Golden made a motion to accept the 2023 Director's Evaluation Results and Gary Nathan seconded it. The motion passed unanimously.

## **VIII. Authority Budget Office Reports**

- a. Annual
- b. Investment
- c. Property
- d. Risk

These reports are required for submission to Authority's budget office. The website has the most updated information, which is noted in the annual report.

### **Action Taken:**

Maggie Alix made a motion to approve all the Budget Office Reports and for them to be filed with the APO, and Gary Nathan seconded it. The motion passed unanimously.

## **IX. Vendor Invoices**

The following invoices have been received. Staff is requesting board authorizations for the following invoices, obtained from the Communities for CSO LTCP work performed during FY2023 up until 12/14/23.

Community	Vendor	Invoice	Invoice Date(s)	Associated Work	Invoice Total	Invoice Total After Grant Applied
Cohoes	Carver	Pay App 13	10/20/23	SSS-10 – Columbia St.	\$130,568.00	\$130,568.00
Albany	DiGesare	Pay App 16P	10/32/23	STCF-03 – Beaver Creek	\$7,158.25	\$7,158.25
Albany	DiGesare	Pay App 17H	7/31/23	STCF-03 – Beaver Creek	\$16,197.50	\$16,197.50
Albany	DiGesare	Pay App 17P	11/30/23	STCF-03 – Beaver Creek	\$3,491.25	\$3,491.25
Albany	DiGesare	Pay App 21H	11/30/23	STCF-03 – Beaver Creek	\$46,343.41	\$46,343.41
Albany	EC America	2021	2/4/21	STCF-03 – Beaver Creek	\$34,100.69	\$34,100.69
Albany	EC America	2022	6/9/22	STCF-03 – Beaver Creek	\$36,636.43	\$36,636.43
Albany	EC America	2023	1/27/23	STCF-03 – Beaver Creek	\$33,437.99	\$33,437.99
Albany	Kasselman	Pay App 9	6/31/23	STCF-03 – Beaver Creek	\$138,041.51	\$138,041.51
Albany	Kasselman	Pay App 13	10/31/23	STCF-03 – Beaver Creek	\$43,962.91	\$43,962.91
Albany	Kasselman	Pay App 14	11/30/23	STCF-03 – Beaver Creek	\$113,634.72	\$113,634.72
Albany	Keller	Pay App 26	7/12/23	STCF-03 – Beaver Creek	\$397,011.28	\$397,011.28
Albany	Keller	Pay App 27	8/25/23	STCF-03 – Beaver Creek	\$282,394.22	\$282,394.22
Albany	Keller	Pay App 30	11/10/23	STCF-03 – Beaver Creek	\$326,552.36	\$326,552.36
Albany	Keller	Pay App 31	12/4/23	STCF-03 – Beaver Creek	\$893,436.64	\$893,436.64
Total					\$2,495,808.91	\$2,495,808.91
					<b>Invoice Total</b>	<b>Invoice Total After Grant Applied</b>



Community	Vendor	Invoice	Invoice Date(s)	Associated Work	Invoice Total	Invoice Total After Grant Applied
Albany	DiGesare	Pay App 20	11/30/23	STCF-03 – Beaver Creek	\$2,427.25	\$2,427.25
					<b>Invoice Total</b>	<b>Invoice Total</b>
					<b>\$2,427.25</b>	<b>\$2,427.25</b>

There was a discussion on the \$5,000,000 at back end of the grant that has not been released. Martin will be informed invoices start to use that money. The retainage on Keller's Phase III and V may apply. The board will be informed of the movement of money once received and on future invoices being paid and their timelines. Paul Johnson has all invoices, sending the Corporation what to put into the cost summary. That way things run smoothly and are caught up.

**Action Taken:**

Maggie Alix made a motion to approve the invoices and Andrew Golden seconded it. The motion passed unanimously.

**X. EFC Disbursements and reconciliations**

There was a discussion on EFC disbursements. One from Troy this week, Cohoes Next week, Watervliet paperwork is getting signed. All of these being completed would get more money to the corporation.

**XI. Project Updates**

Spreadsheets attached with updates. Albany County is waiting to decide what to pursue with finance applications in 2024. Infrastructure money hopefully will be coming to Albany soon as well.

**XII. Other Business**

Nothing to discuss.

**XIII. Adjournment**

Gary Nathan made a motion to adjourn and Andrew Golden seconded it. The motion passed unanimously. The meeting was adjourned at 11:20 a.m.

**Next Meeting Thursday, January 11, 2024.**