



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: cdrpc@cdrpc.org

2015 Officers

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Gary Hughes

Vice Chair
Lucille McKnight

Secretary
Judy Breselor

Treasurer
Jason Kemper

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Michael B. Whalen, Jr.

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Environmental Planner
Martin R. Daley

**Economic Planner/
Project Manager**
Sean M. Maguire, AICP

Assistant Planner
Daniel M. Harp, Jr.

Financial Officer
Timothy M. Canty

Office Manager
Donna M. Reinhart

Planning Interns
Bryan Jackson
Kimberly Moshier

COMMISSION MEETING

8:30 am, Wednesday, January 21, 2015

CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome/Introduction of Guests
2. December 17th 2014 Meeting Minutes*
3. Financial Statement through December 31st, 2014 (Memo 15-01)*
4. Strategic Plan (Memo 15-02)
5. The Year Ahead (Memo 15-03)
6. LTCP CSO Memo (Memo 15-04)
7. Staff Activity Report
8. Other Business
9. Next Commission Meeting Date: March 18th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

December 17, 2014
CDRPC Conference Room
One Park Place, Suite 102
Albany, NY 12205

Minutes

PRESENT: Bill Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaugnessy, Jacqueline Stellone, Fred Acunto, Phil Barrett, Jason Kemper, John Murray, Don Ackerman, Gary Hughes, Barbara Mauro

ABSENT: Michael Whalen, Jr., Michael Stammel, Paul Sausville, Joe Landry, Matthew Martin

1. Welcome/Introductions

Jack Murray welcomed Sean Maguire to CDRPC as the new Economic Planner/Project Manager to replace David Wardle who retired in November. Sean previously worked at the NYS Department of State, Division of Local Services.

CDRPC also hired a new part-time intern, Kimberly Mosher who will be working directly with Martin Daley on the CSO project. Kimberly is a graduate student at the University at Albany, pursuing a master's in Regional Planning.

2. October 15, 2014 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

Action Taken

Don Ackerman made a motion to approve the meeting minutes and Lucille McKnight seconded. The motion was approved unanimously.

3. Financial Statement through November 30, 2014

The financial statement represents activities through November 30, 2014. Through the first eleven months, revenues are at 82% and expenses are at 87%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. The expenses reflect the rent paid in full for 2014, employee health insurance and the NYS Retirement bill in the amount of \$87,498. The consultant services line item is over budget due to hiring Zone 5 to re-design the website.

There is approximately \$163,301.21 cash in the bank and outstanding receivables totaling \$161,434.92. The Accounts receivable from "Other Gov't Entities" is money

due to CDRPC for work associated with the CSO project. Upon finalization of the NYS Department of State grant contract, CDRPC will be fully reimbursed.

Action Taken

Gary Hughes made a motion to approve the financial statement and Bill Bruce seconded. The motion was approved unanimously.

4. Report from Nominating Committee

Fred Acunto, the Chair of the nominating committee recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2015: Gary Hughes, Chair; Lucille McKnight, Vice Chair; Judy Breselor, Secretary; and Jason Kemper, Treasurer.

Action Taken

Fred Acunto made a motion to accept the proposed 2015 officers and Jim Shaugnessy seconded. The motion was approved unanimously.

5. Proposed 2015 Budget

Rocky went over the highlights of the 2015 proposed budget.

The proposed county dues will remain the same for 2015. Each county's assessment reflects its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967.

The FTZ line item was reduced from \$30,000 to \$25,000, and Sean Maguire will be pursuing opportunities to generate more activity in 2015.

The Economic Development Administration (EDA) contract is for the period July 1, 2014 through June 30, 2015. The funding has been increased to \$70,000 this past year and anticipates having a similar amount awarded beginning July 1, 2015.

The Water Quality program and the Transportation Planning program are projected to remain the same based on current contracts beginning April 1, 2015 through March 31, 2016. The amount under the UPWP account is slightly higher due to a carryover amount into 2015.

The Intern line item has been increased to accommodate an additional part time person during the nine months and full time during the three month summer break. The positions are filled if warranted to meet program requirements.

For 2014 the year will likely end with a surplus. If that is the case, the end of the year unrestricted Fund Balance will be approximately \$340,000

Action Taken

Fred Acunto made a motion to approve the 2015 proposed budget and Lucille McKnight seconded. The motion was approved unanimously.

6. Proposed 2015 Meeting Schedule

A list of the proposed dates for the 2015 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Gary Hughes made a motion to approve the 2015 meeting schedule and Barbara Mauro seconded. The motion was approved unanimously.

7. Deferred Compensation Proposal

CDRPC employees are eligible to participate in the NYS Deferred Compensation Plan because we are a part of the NYS Retirement System. It is a voluntary program with no cost to CDRPC.

In order to participate, the CDRPC Board must adopt and sign a resolution. Once adopted, an account executive from the NYS Deferred Compensation Plan will meet with the staff to explain the program in more detail and to sign up interested staff persons.

Action Taken

Stan Brownell made a motion to adopt the Deferred Compensation Plan and Mike Morelli seconded. The motion was approved unanimously.

8. The Year in Review

Rocky gave a PowerPoint presentation outlining the Commission's accomplishments during 2014.

A copy of the presentation was provided at the meeting and will be available on the website.

9. LTCP – CSO Update

The final draft of the Albany Pool and County Sewer District Inter-Municipal Agreement (IMA) has been submitted to DEC. Before Albany and Troy can close on their EFC debt financing, each of the Albany Pool Communities will need to sign onto the Albany Pool IMAs and the State Historic Preservation office needs to complete the review of all projects within the next three years of program activity. The communities now have possession of the IMAs and we anticipate them getting signed in the next few weeks.

The Discharge Notification System is an interactive website that is now online and fully operational. The website is www.albanypool.org.

The Pool communities have submitted a Post Construction Monitoring Program to DEC in response to their comments on the draft plan previously submitted.

The APCs and County Sewer Districts continue to meet twice per month at CDRPC with project consultants and support staff. CDRPC and the support staff also meet with DEC once a month to report on project implementation, obtain program guidance, and generally be available for LTCP implementation questions and concerns. NYS DEC is pleased with the work that has been done on the CSO project.

10. Staff Activity Report

The Staff Activity Report was distributed before the meeting. There was no discussion.

11. Other Business

Stan Brownell commended Rocky and the staff for continued hard work and another successful year.

Jack Murray expressed his appreciation to Rocky and the staff for their support and hard work during his appointment as Chair of the Commission.

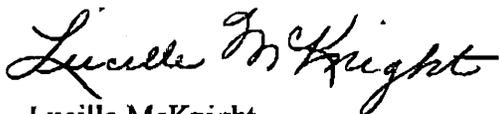
12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 21, 2015 at 8:30am.

Adjournment

Lucille McKnight made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,



Lucille McKnight
Secretary



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MEMORANDUM (#15-01)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: January 13, 2015
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements representing the provisional trial balance through December 2014.

For the year, the revenues are at 100% while expenses are at 94%. The revenue reflects the final billings through the fourth quarter of 2014. On the expense side, there will likely be some line item adjustments to reflect expenses incurred in 2014 for which a bill has not been received. It is anticipated that the year will end with a net operating income of approximately \$47,000. A final audited financial statement will be prepared and presented to the Commission in mid 2015.

As noted on the Statement of Financial Condition, on December 31st we had \$89,185 cash in the bank and outstanding receivables totaling \$296,583. The larger than usual receivables reflect the year end billings and the payment due to CDRPC for work associated with the Combined Sewer Overflow. CDRPC was successful in applying for and being awarded a grant from the NYS Department of State to cover these costs. Upon finalization of the grant contract, CDRPC will be fully reimbursed. We also have one Certificate of Deposit as noted below.

CD #	Value	Expires
943799	\$ 35,212.63	November 22, 2015
Total: \$ 35,212.63		

Capital District Regional Planning Commission

Income Statement by Month

January through December 2014

	Budget	Nov 14	Dec 14	TOTAL	Percent
Income					Par=100%
R2390.1 · Albany County	\$ 74,590	\$ -	\$ -	\$ 74,590	100%
R2390.2 · Rensselaer County	39,091	0	0	39,091	100%
R2390.3 · Saratoga County	53,847	0	0	53,847	100%
R2390.4 · Schenecady County	37,938	0	0	37,938	100%
R2401 · Interest & Earnings	300	3	2	36	12%
R2770.1 · Miscellaneous Revenue	100	0	0	0	0%
R2770.3 · Contractual Services	20,000	5,000	6,000	23,300	117%
R2770.4 · Foreign Trade Zone	30,000	0	0	25,000	83%
R2770.5 · Conference & Special Events	6,000	0	0	3,350	56%
R2770.6 · Youth Center Facility	82,000	0	20,500	82,000	100%
R3900.3 · NYSERDA	72,000	0	9,498	51,028	71%
R3900.6 · LTCP - CSO	150,000	0	45,511	177,892	119%
R4000.2 · Economic Development (EDA)	60,000	0	13,578	52,781	88%
R4000.3 · Water Quality (604(b))	40,000	0	6,652	35,599	89%
R4000.4 · Federal Highway Aid (UPWP/PL)	150,000	0	40,866	155,855	104%
Total Income	\$ 815,866	\$ 5,003	\$ 142,606	\$ 812,307	100%
Expense					
E1010 · Salaries	\$ 440,000	\$ 39,897	\$ 31,817	\$ 424,778	97%
E1030 · Temporary Services	14,000	1,743	2,411	14,714	105%
E2010 · Office Equipment	5,000	777	229	5,592	112%
E2020 · Furniture & Furnishings	1,000	0	0	0	0%
E4020 · Workshops/Conferences	6,000	0	0	5,601	93%
E4030 · Consultant Services	11,000	0	9,840	23,958	218%
E4040 · Agency Memberships	4,500	0	0	3,575	79%
E4051 · Computer Supplies & Software	5,500	108	0	4,057	74%
E4055 · Data Purchases	500	0	0	150	30%
E4060 · Equipment Maintenance	1,500	0	0	0	0%
E4070 · Office Supplies	3,000	48	669	2,371	79%
E4080 · Books/Journals	750	0	0	280	37%
E4090 · Printing/Publishing	8,600	950	265	6,526	76%
E4110 · Rent	64,000	4,963	0	59,757	93%
E4120 · Telephone	4,500	293	293	3,586	80%
E4121 · Internet	1,000	89	89	1,377	138%
E4130 · Travel	10,000	149	2,136	9,266	93%
E4140 · Equipment Repair	500	0	0	0	0%
E4150 · Postage	3,000	165	363	1,860	62%
E4160 · Miscellaneous	1,000	48	32	494	49%
E4170 · Payroll Services	2,100	167	251	2,132	102%
E4190 · Contingent Fund	1,016	0	0	0	0%
E4200 · Insurance - General	1,500	0	0	1,410	94%
E4210 · Meeting Expenses	1,800	142	159	1,363	76%
E8010 · NYS Retirement	92,000	87,498	0	87,498	95%
E8030 · FICA-Employer	35,600	3,247	2,679	34,360	97%
E8040 · Workers' Comp & Disability Ins.	3,000	0	0	1,974	66%
E8050 · Health Insurance	90,000	4,926	602	64,446	72%
E8060 · Unemployment Ins. (FUTA/NYSUI)	1,500	30	116	2,064	138%
E8070 · Professional Memberships	1,000	0	0	600	60%
E8080 · Continuing Education	1,000	0	0	610	61%
Total Expense	\$ 815,866	\$ 145,239	\$ 51,950	\$ 764,398	94%
Net Income		(140,236)	90,657	47,909	

Capital District Regional Planning Commission

Balance Sheet

As of December 31, 2014

Dec 31, 14

ASSETS

Current Assets

Checking/Savings

A200 · Key Bank - Checking	33,782.48
A200.1 · M & T - CD	35,212.63
A201 · KeyBank Money Market	<u>55,403.36</u>

Total Checking/Savings 124,398.47

Accounts Receivable

A300 · Accounts Receivable

A380 · A/R from Private Persons & Orgs	87,025.82
A410 · A/R from NYS & Federal	31,665.62
A440 · A/R from Other Gov't Entities	<u>177,892.01</u>

Total A300 · Accounts Receivable 296,583.45

Total Accounts Receivable 296,583.45

Other Current Assets

A210 · Petty Cash	380.00
A480 · Prepaid Expenses	<u>8,535.87</u>

Total Other Current Assets 8,915.87

Total Current Assets 429,897.79

Fixed Assets

A490 · Furniture and Fixtures

Total A490 · Furniture and Fixtures 4,399.00

Total Fixed Assets 4,399.00

TOTAL ASSETS 434,296.79

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

A600 · Accounts Payable 5,485.63

Total Accounts Payable 5,485.63

Other Current Liabilities

A691 · Deferred Project Revenue 23,547.69

Total Other Current Liabilities 23,547.69

Total Current Liabilities 29,033.32

Long Term Liabilities

A631 · Compensated Absences 26,713.00

A909 · Fund Balance - Unreserved 332,848.46

Total Long Term Liabilities 359,561.46

Total Liabilities 388,594.78

Equity

32000 · Unrestricted Net Assets (2,207.30)

Net Income 47,909.31

Total Equity 45,702.01

TOTAL LIABILITIES & EQUITY 434,296.79



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MEMORANDUM (#15-02)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: January 13, 2015
Re: Strategic Plan Update

CDRPC has hired Performance Matters to prepare a three year strategic plan. Jon Allen, Principal at Performance Matters who facilitated previous similar efforts here at CDRPC, will be at the Commission meeting to outline the proposed Scope of Work. Tasks include the preparation of a survey instrument, conducting one on one interviews and a couple of focus group sessions with selected external stakeholders. Input will be sought from all staff and Board members. It is anticipated that the Plan will be completed and presented to the full Board at the July Commission meeting.



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MEMORANDUM (#15-03)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: January 13, 2015
Re: 2015: The Year Ahead

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I will be making a Power Point presentation outlining the Commission's proposed activities during 2015 in line with CDRPC's Mission:

The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC provides objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities. CDRPC serves the best interests of the public and private sectors by promoting intergovernmental cooperation; communicating, collaborating, and facilitating regional initiatives; and sharing information and fostering dialogues on solutions to regional problems..

Similar to previous years, the staff at CDRPC looks forward to a productive and exciting 2015.



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MEMORANDUM (#15-04)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: January 13, 2015

Re: Long Term Control Plan – Combined Sewer Overflow Study

Each of the six Albany Pool Communities and two County Sewer Districts is working on executing the final Inter-Municipal Agreements (IMA) that will bind the communities together for the implementation of the Long Term Control Plan. The Order on Consent mandated execution of the IMAs by April 1, 2015, however the schedule was accelerated so the IMAs would be executed prior to March 2, the application deadline for the Environmental Facilities Corporation's bond financing that Albany and Troy will be relying on for their share of the program. Our financial advisor will be providing assistance to Albany and Troy to complete the EFC application process.

SEQRA has been determined to be a Type II action, and no further review will be needed. In the meantime, we are working with the State Historic Preservation Office to satisfy the SHPO review requirements of those projects identified during the next three years of program activity.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

December 8, 2014 through January 9, 2015

A. ADMINISTRATION

1. The 2014 Q4 billings have been prepared for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, CSO administrative contract, and the NYSERDA Climate Smart Communities Pilot contract.
2. Transitional work continues with Zone 5 to upgrade and redesign the CDRPC web site. Zone 5 continues to meet with the staff to discuss and seek input on alternative site designs.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 20 call-in and e-mail data requests during the reporting period.
2. The staff continues to update and maintain its GIS, utilize the system for internal project analysis, and to provide GIS products and services to local governments, agencies and citizens on request. This past month analysis was performed on block and TAZ level employment data for use with the employment projection project. Todd Fabozzi from the staff has just completed a nine-year term on the NYS Geospatial Advisory Council and due to new term limits is no longer eligible to serve on the council.
3. Enrollment projections are underway for the East Greenbush Central School District and Niskayuna Central School District. Work has also been initiated on the North Colonie Central School District of a demographic report detailing new residential development within the district.
4. Staff continues to assist in the development of a centralized information system for the Albany County Land Bank.
5. The new annual five-year 2009-13 American Community Survey estimates from the U.S. Census Bureau have been released. The Demographic Profiles have been posted on the web site and the individual Community Profiles are being updated to reflect this new information and are expected to be completed in early 2015.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Water Quality Planning

1. Staff continues to work on the 604(b) water quality program, including participation in county water quality coordinating committee activities, MS4 committees, and providing technical support to the counties and local communities. Staff has begun preparing the application for four more years of funding under this program.
2. Staff continues to assist the Executive Committee of the Mohawk River Watershed Plan. Staff is involved in plan development and review of technical studies. The plan, which was developed by a consortium of soil and water conservation districts, has been completed. Staff will continue to assist in ongoing implementation activities. Staff also continues to serve on the Mohawk River Basin Steering Committee, which is a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. Staff continues to coordinate the Albany Pool Combined Sewer Overflow Long Term Control Plan. Staff tracks projects according to the LTCP Schedule of Compliance and has assisted APC communities to certify milestones. Both the District and six-community Pool IMAs have been sent to each of the program partner communities and districts. This month and next these bodies are expected to pass resolutions authorizing the chief elected official of each entity to sign the IMAs. A post construction water quality monitoring program has been developed and vetted by DEC. The program will begin this spring, have three years of testing, and then run an additional two cycles midway and at the end of the LTCP implementation. CDRPC will be working with the communities to complete their EFC financing applications where needed, obtain sign-off from the State Office of Historic Preservation where necessary, and develop the framework to receive and pay out program funds obtained by EFC debt financing.

Transportation and Land Use

1. The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, Capital District Clean Communities Coalition and the Regional Linkage Forum.
2. Selected data sets from the American Community Survey continue to be provided to CDTC to assist in their evaluation as part of their New Visions Plan update.
3. With David's departure, a consultant, Jim Yienger for Climate Action Associates was hired temporarily to work with CDRPC to prepare the employment projections to 2050 for each of the Traffic Analysis Zones in the four counties. A preliminary set of projections has been completed and they are being reviewed for correctness.
4. CDRPC has participated in the Complete Streets Task Force created by CDTC to offer policy recommendations on how to incorporate complete street design criteria in the planning review process.
5. Staff has participated on the Environment and Technology New Visions Update Taskforce.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

6. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Linkage studies underway include: the Clifton Park Form Based Code linkage study, the Town of New Scotland Hamlet Zoning, and the Guilderland/Westmere Western Ave Linkage Study. Staff will participating in evaluating the next round of grant applications
7. The third year of the NYSERDA-funded Climate Smart Communities Pilot grant was approved and a new contract has been signed. Staff will once again be utilizing the technical support services of VHB and CAA and will be providing assistance to local Climate Smart Communities to further their local climate action efforts.

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization was 84.1% for December 2014, The 2014 annual utilization rate was 67.0%. However, for the first half of 2014 through June the rate was 46.3% increasing to 87.6% during the second half of the year. For 2013, the annual utilization rate was 72.6%.
2. Billings to the counties using the Facility were computed and sent out through December 2014.

Economic Development

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. Data is posted on the web site, which, as noted earlier, is being redesigned.
2. Work has been completed on the November/December issue of ***Capital District Data***. It has been mailed and posted to our website.
3. Staff continues to work on Foreign-Trade Zone activities; Sean will be in Washington DC in February to participate in the National Association of Foreign Trade Zones Regulator and Legislative Seminar, the Foreign Trade Zone Board Grantee workshop, and to meet with staff from the local Congressional delegation.
4. As part of our enhanced outreach, Sean has started meeting with local economic developers and organizations. He is currently reviewing the membership of the CEDS Strategy Committee for changes.
5. Staff continued to participate in Congressman Tonko's Saratoga: A Framework for Success working group to promote economic development around the Global Foundries plan in Malta.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

C. MEETINGS:

- 12/10/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 12/10/14 Fabozzi: NYS GeoSpatial Advisory Council meeting.
- 12/11/14 Harp: Saratoga County WQCC and MS4 Meetings
- 12/11/14 Daley & Ferraro: Albany Pool Communities meeting with DEC
- 12/15/14 Fabozzi: Capital District Solarize meeting.
- 12/16/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 12/18/14 Fabozzi: CDTC Clean Communities meeting.
- 12/14/14 Daley: '14 – '15 LTCP project tracking meeting with DEC
- 12/19/14 Fabozzi & Daley: Albany County Water Quality Coordinating Committee meeting.
- 12/22/14 Fabozzi & Ferraro & Maquire: Meeting with Climate Smart Community consultant CAA too discuss employment projections
- 12/26/14 Maguire: Meeting with government affairs associate from American Planning Association
- 12/29/14 Maguire: Meeting with Albany County Executive's office.
- 12/29/14 Daley & Ferraro: Meeting with Rensselaer County to discuss to LTCP Sewer District Pump station projects
- 12/30/14 Maguire: Meeting with CDTC to review employment projections project.
- 01/05/15 Fabozzi: Capital District Solarize meeting.
- 01/01/15 Ferraro: NYSARC Executive Director's meeting.
- 01/07/15 Harp: Planning Committee Meeting at CDTC
- 01/07/15 Fabozzi: Schenectady County Water Quality Coordinating Committee meeting.
- 01/07/15 Maguire: Tour of Tech Valley High School
- 01/08/15 Harp: Saratoga County WQCC Meeting

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

1/08/15 Daley & Ferraro: Albany Pool Communities meeting with DEC

01/09/14 Ferraro, Maguire, Reinhart: Meeting with Zone 5 to review website update progress.