



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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## 2012 Officers

### Chair

Willard Bruce

### Vice Chair

James Shaughnessy

### Secretary

John Murray

### Treasurer

Gary Hughes

## Members

### Albany County

John J. Brown  
Willard A. Bruce  
Lucille M. McKnight  
Michael Morelli  
Michael B. Whalen, Jr.

### Rensselaer County

Judy H. Breselor  
Stan Brownell  
Leon B. Fiacco  
James D. Shaughnessy  
Michael Stammel

### Saratoga County

Fred Acunto  
Philip Barrett  
Jason Kemper  
John Murray  
Paul Sausville

### Schenectady County

B. Donald Ackerman  
Gary Hughes  
Barbara Mauro  
Angelo Santabarbara  
David Vincent

## Staff

### Executive Director

Rocco Ferraro, AICP

### Director of

Information Services

David Lang Wardle, AICP

### Program Manager/GIS

Todd M. Fabozzi

### Senior Planner

Deborah A. Shannon

### Assistant Planner

Joanna H. King

### Office Manager

Donna M. Reinhart

### Planning Intern

Christopher Grigsby

## COMMISSION MEETING

8:30 am, Wednesday, October 17, 2012

CDRPC Office

One Park Place

Albany, New York

453-0850

## AGENDA

1. Welcome– New Commissioner Michael Morelli from Albany County
2. July 18th 2012 Meeting Minutes\*
3. Appointment of Nominating Committee by Chair
4. Financial Statement through September 30th, 2012 (Memo 12-24)\*
5. Jessica Gabriel, Capital Region Regional Director, Empire State Development (Memo 12-25)
6. Foreign Trade Zone Schedule Amendments (Memo 12-26)\*
7. Climate Smart Communities Program Update (Memo 12-27)
8. NYSERDA Regional Economic Development Outreach Request for Proposals (Memo 12-28)\*
9. LTCP – CSO Update (Memo 12-29)
10. Staff Activity Report
11. Other Business
12. Next Commission Meeting Date: December 19th, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

July 18, 2012  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### Minutes

**PRESENT:** Willard Bruce, Lucille McKnight, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, John Murray, Don Ackerman, Gary Hughes, Barbara Mauro, Angelo Santabarbara, David Vincent

**ABSENT:** John Brown, Michael Morelli, Michael Whalen, Judy Breselor, Leon Fiacco, Jason Kemper, Paul Sausville,

**PRESIDING:** Bill Bruce, Chair, called the meeting to order at 8:30am.

#### 1. Welcome/Introduction of Guests

Bill Bruce announced that there are three new Commission members; Michael Morelli representing Albany County and Don Ackerman and Angelo Santabarbara both representing Schenectady County. Also in attendance were Sean Bergin and Michael Zovistoski from UHY, LLP.

#### 2. May 16, 2012 Meeting Minutes

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

##### Action Taken

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

#### 3. Financial Statement through June 30, 2012

The financial statement represents activities for the first six months of the year, revenues are at 46.3% and expenses are at 42.2%. There is approximately \$214,015 cash in the bank and outstanding receivables totaling \$145,278.

The second quarter invoices were sent out to the appropriate billing agencies as well as each of the four counties.

##### Action Taken

David Vincent made a motion to approve the Financial Statement and Gary Hughes seconded. The motion was approved unanimously.

4. **2011 Audit Report, Presentation UHY LLP Certified Public Accountants**

A copy of the FY-2011 Draft Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Sean Bergin and Michael Zovistoski went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2011.

One change that was noted was the Commission has adopted GASB Statement No. 54, which redefines how fund balances of the governmental funds are presented in the financial statements. All significant transactions have been recognized in the financial statements in the proper period.

**Action Taken**

John Murray made a motion to approve the 2011 Draft Audit Report and Mike Stammel seconded. The motion was approved unanimously.

5. **2013 Proposed Preliminary Budget**

The adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The counties are preparing their FY 2013 budgets and need to receive our budget request for inclusion in their budget proposals. Overall, the 2013 proposed budget is 2.0% greater than the 2012 budget.

The amount requested from each county will remain the same as 2011. The total amount requested has remained unchanged since 2004 and is less than the amount received in 2002. Per the inter-municipal agreement, any adjustments by one county, proportionately impacts the contributions from the remaining three counties.

NYSERDA is a one year grant program, however initially it was designed to be a three year program. There is funding that has been identified beyond the first year, however it is unclear if that money will be maintained. The current grant started in mid April and will continue into 2013.

An inter-municipal strategy is proposed to implement the projects identified in the Long Term Control Plan prepared on behalf of the Albany Pool communities to address Combined Sewer Overflows in the Hudson River. At this time, it is anticipated that CDRPC will continue to manage the study on behalf of the Albany Pool communities.

Additional funding, per approved contracts, is available to undertake Water Quality and UPWP (Transportation) related activities. Rocky informed the Board that Mike Franchini is the new Executive Director at The Capital District Transportation Committee.

In order to balance the proposed preliminary budget, \$25,584 will be drawn down from the Unreserved Fund Balance account, which at the beginning of 2013 is projected to be approximately \$300,000.

**Action Taken**

Lucille McKnight made a motion to approve the 2013 Preliminary Budget and Jim Shaughnessy seconded. The motion was approved unanimously.

**6. NYS DOT and CDRPC Agency Agreement**

CDRPC receives financial support from NYS DOT through a unified planning work program which is funded through the Capital District Transportation Committee. In order to continue receiving funding support for planning related services, CDRPC must pass a resolution acknowledging and supporting the agency agreement between CDRPC and the State of New York.

Barbara Mauro suggested changing the title of the document to indicate that it is an authorization to enter into an agreement with DOT with today's date. Also, change the word *supports* to *authorizes* throughout the documents.

**Action Taken**

Mike Stammel made a motion to adopt the Resolution to endorse the execution for a new Agreement and Phil Barrett seconded. The motion was approved unanimously.

Barbara Mauro made a motion to amend the proposed resolution by changing the title to "Authorization for an Agreement" and dated July 18, 2012 and change the word *supports* to *authorizes* under NOW, THEREFORE BE IT RESOLVED. Gary Hughes seconded the motion. The motion was approved unanimously.

**7. Population Projections Presentation**

Rocky gave a PowerPoint Presentation to the Board showing the age cohort population projections for each of the municipalities in the Capital Region to the Year 2050. The projections have been revised to reflect the 2010 Census results and were prepared under our UPWP contract with CDTC.

The presentation will be available on our website for review.

**8. LTCP – CSO Update**

A meeting was held on June 11, 2012 with the leadership of the Albany Pool Communities to discuss next steps in researching and establishing an inter-municipal arrangement and the LTCP negotiations with NYS DEC.

CDRPC will be sending out a Request for Qualifications to solicit legal support to evaluate inter-municipal arrangement among the six communities and to set up

negotiations with NYS DEC and EPA regarding the LTCP. It is understood by the communities that an amendment to the current agreements may be necessary to cover the additional project expenses.

There was a technical committee meeting on July 17 to review the draft RFQ. It is anticipated that the RFQ will be issued later this month and the qualifications scoring will take place in September. We have not received the comment letter from DEC. The Long Term Control Plan was submitted to DEC in June, 2011 and Rocky expects to get feedback from DEC by the end of the year.

David Vincent inquired if there has been any informal or formal communication from DEC. There was a meeting three months ago with DEC and they expressed some concern stating that there should be greater emphasis on alternative evaluations including green infrastructure solutions. The demonstrative approach being proposed is basically putting measures in place to show that water quality can be maintained and if it cannot be maintained, appropriate measures will be taken to mitigate the problem. DEC agreed to this strategy and approach.

Bacteria issues are being addressed with disinfection that both Albany county and Rensselaer county sewer districts are instituting, however bacteria is not the primary concern. The primary concern are floatables and they are not all originating in the six communities but coming into the system from other locations be it the tributaries or from the North.

DEC is very pleased with the role CDRPC is playing and Rocky anticipates CDRPC will continue to play a management role on behalf of the six communities and the sewer districts on the project.

## 9. Staff Activity Report

The community fact sheets have been updated on the website to reflect 2006- 2010 American Community Survey. A new system was put in place and David Lang Wardle redesigned the program in order for the data sets to be re-populated annually when the data are released.

There was a Planning & Zoning Workshop on June 20<sup>th</sup> at Hudson Valley Community College, 152 people attended.

CDRPC continues to work on the NYSEERDA Climate Smart Communities grant. Todd Fabozzi is the lead on the project and is working with two consultants, VHB and Climate Action Associates.

The Cleaner Greener Communities Program is underway and Rocky expressed concern regarding the process and the deliverables to date, however he does believe the project will achieve its final objectives. The final project is due in November and the public meetings are scheduled for next week. Todd Fabozzi is the primary staff

person involved on this project serving on five committees along with Deb Shannon serving on one committee.

Rocky is working closely with the Saratoga Affordable Housing Group and has been asked to Chair the group. Saratoga Affordable Housing Group has 39 units of affordable housing under their jurisdiction. An RFQ was recently sent out for new management services for affordable housing on Allen Drive.

Rocky has been asked to co-lead the Monitoring and Metrics Task Force workgroup for the Capital Region Economic Development Council along with Ann Moynihan, a technology consultant and member of the Council's Executive Committee.

**10. Other Business**

There was no other business at this time.

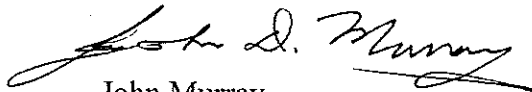
**11. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for October 17, 2012 at 8:30am.

**Adjournment**

David Vincent made a motion to adjourn the meeting and Gary Hughes seconded. The motion was approved unanimously.

Respectfully submitted,



John Murray  
Secretary