

## COMMISSION MEETING

October 15, 2014  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### Minutes

**PRESENT:** Bill Bruce, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Michael Stammel, Jacqueline Stellone, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Joe Landry, Barbara Mauro

**ABSENT:** Lucille McKnight, Michael Morelli, Michael Whalen, Fred Acunto, Philip Barrett, Gary Hughes, Matthew Martin

#### 1. Welcome & Introductions

There were no guests in attendance.

#### 2. July 16, 2014 Meeting Minutes

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

#### Action Taken

Stan Brownell made a motion to approve the meeting minutes and Barbara Mauro seconded. The motion was approved unanimously.

#### 3. Financial Statement through September 30, 2014

The financial statement represents activities through September 30, 2014. Through the first nine months of the year, revenues are 81% and expenses are 63%. There is approximately \$190,875 cash in the bank as well as one CD with a value of \$35,212 and outstanding receivables totaling \$297,533 reflecting the third quarter billings.

The third quarter invoices were sent out to the appropriate billing agencies for CDYCI, CSO, Water Quality, NYSERDA and UPWP (transportation) work programs. Invoices were also sent out to Saratoga and Schenectady Counties for the fourth quarter payment.

The Consultant Services line item is over budget due to hiring Zone 5 to re-design the website. The total cost to re-design the website will be between \$15,000 - \$25,000. The cost also includes assistance in maintaining the website, however individual staff will also be responsible for maintaining and updating their projects on the website.

Rocky informed the Board that the amount of \$333,132 in the Fund Balance under Long Term Liabilities is less than the \$357,793 that was listed in the previous Fund Balance because the new amount does not include the net cost for compensation to staff if

CDRPC were to close. The \$333,132 is the current fund balance amount that would be distributed back to the counties were CDRPC to no longer exist. It is considered a long term liability since it would be returned back to the counties.

**Action Taken**

Don Ackerman made a motion to approve the financial statement and Judy Breselor seconded. The motion was approved unanimously.

**4. Hilltown Regional Training Center**

CDRPC is a designated Economic Development district by the Economic Development Administration in Washington. Projects that are to be funded by EDA must be approved by the Board of CDRPC to be added to the EDA approved projects listing.

The Hilltown Regional Fire Training Center Corporation, a newly incorporated 501(c)(3), has requested that their project to construct a Fire Training Tower be added to the EDA Approved Projects listing. The Fire Training Center Corporation anticipates applying for a grant under EDA's FY2012 Disaster Relief, CDFA #11.307, which closes on March 27, 2015. The project will benefit 11 volunteer fire companies in Southern Albany County and the communities they serve. Local EMS and law enforcement agencies may be interested in using the facility as well, and this will supplement the revenue stream for ongoing expansion and maintenance.

The total cost for the facility is estimated to be \$941,973, and the Hilltown Regional Fire Training Center Corporation anticipates requesting a grant from EDA in the amount of \$750,000 with the remainder funded from State and county grants and projects.

Mike Stammel inquired if there will be an impact on CDRPC if the Commissioners approves the addition of this project to the EDA Approved Projects listing. There will be no impact to CDRPC. EDA is responsible for reviewing and scoring the applications.

**Action Taken**

Mike Stammel made a motion to approve the addition of the Hilltown Regional Training Center to EDA Approved Projects Listing and Barbara Mauro seconded. The motion was approved unanimously,

**5. Personnel Change**

David Wardle announced that he will be retiring from CDRPC on November 15, 2014. David began his employment at the Commission on October 24, 1990 and has been an asset to the Commission.

Tim Canty has been working with David and is in the process of taking over all CDRPC and CDYCI financial responsibilities. The staff is also involved in the transition and is taking responsibility of projects that David has been working on. However, Rocky is concerned about the Employment Projects by Traffic Analysis Zone that David Wardle

has been working on for CDTC as part of their New Visions Plan. Rocky is considering hiring a consultant, Jim Yeinger from Climate Action Associates, on a temporary basis in order to complete the project. Rocky will be meeting with Jim Yeinger and David Wardle next week to discuss the preparation of the employment projections. Climate Action Associates has been a subcontractor to CDRPC on the NYSERDA grant in preparing a green house gas inventory has also worked with CDTC on multiple projects.

An ad for an Economic Development Planner/Project Manager has been posted to CDRPC's website as well as APA Upstate Chapter's website and will be published in the Times Union in the Thursday and Sunday papers. So far, we have received six resumes and expect more over the next several weeks.

**6. Appointment of Nominating Committee**

Fred Acunto agreed to Chair and Bill Bruce, Jim Shaughnessy and Don Ackerman agreed to serve on the nominating committee for 2015 officers. Fred will report back at the December meeting with the recommendations for 2015 officers.

**7. Mapping Presentation by Todd Fabozzi**

Todd Fabozzi gave a presentation on the recently updated Capital District Atlas showing a sample of the new maps and what they reveal about the geography of the Capital District. The recent Atlas updates include over forty new maps, which have been added to a newly digital Maps section of the Commission website.

**8. LTCP – CSO Update**

The draft Intermunicipal Agreement (IMA) and Local Development Corporation documents have been submitted to NYS DEC. The goal is to have DEC review the executed copy of the IMA by the end of the year so that the Albany Pool Communities can receive financing through Environmental Facility Corporation.

Work continues on the Financial and Capital Improvement Plans as well as SEQRA and SHPO reviews. A meeting will be set up with the State Historic Preservation Office (SHPO) in the coming weeks to determine the most efficient way to move through SHPO review of projects slated for the next three years of financing through EFC.

CDRPC applied for CFA funding for a Green Infrastructure Model Local Code Program, Green Infrastructure Design Guidelines for CSO communities, and development of a Green Infrastructure Banking System. Funding announcements are anticipated to be made after the elections.

**9. Staff Activity Report**

School enrollments projections have been completed for Averill Park and staff is currently working on Shenendehowa and Ballston Spa School Districts. Staff will begin work on East Greenbush Central School District enrollment projections in January.

The staff continues to work with CDTC on mapping projects and the Journey to Work data has been prepared and is available on our website.

The Juvenile Detention Facility utilization has gone up over the summer months to 90 – 95%. The utilization rate has been continuously monitored to determine if another rate adjustment is necessary. Based on the activities of the last three months, it would appear that no further rate adjustments will be necessary.

Staff is completing work on The Mohawk River Basin Watershed Plan. A consortium of 14 counties was created to prepare a watershed plan for the Mohawk watershed from Cohoes to Utica. The plan and documentation and an extensive GIS application is available at mohawkriver.org. The Plan will be completed by the end of November.

The second year of the NYSERDA funded Climate Smart Communities Pilot grant ended on May 22. We are still awaiting word on the award of a third year of funding.

**10. Other Business**

There was no other business at this time.

**11. Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for December 17, 2014 at 8:30am.

**Adjournment**

Mike Stammel made a motion to adjourn the meeting and Joe Landry seconded. The motion was approved unanimously.

Respectfully submitted,

  
Lucille McKnight  
Secretary