

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

COMMISSION MEETING

January 21, 2004, 8:30 a.m.
CDRPC Conference Room
5 Computer Drive West, 2nd Floor
Albany, New York 12205

MINUTES

PRESENT: *Board Members:* Betty Barnette, John Graziano, Lucille McKnight, Stan Brownell, Jayne Regan Harris, Edward Patanian, Mike Stammel, Fred Acunto, Christopher Callaghan, Kathleen Marchione, Jean Raymond, David Wickerham, Peter Polsinelli, David Vincent

Staff: Engstrom, Fabozzi, Ferraro, Neilio and Dillenbeck

Guests: Philip Schwartz (*Gazette*), Steve Strickman (*City of Schenectady Zoning Officer*)

ABSENT/EXCUSED: Henry Dennis, Gerald Jennings, James Shaughnessy, Michael Iacobucci, Albert Jurczynski, Robert Wall

PRESIDING: David Vincent, Chair, called the meeting to order at 8:30 a.m.

1. APPROVAL OF THE MEETING NOTES OF DECEMBER 17, 2003

Due to the determination that Fred Acunto's participation via conference call did not meet the requirements of a quorum resulting in no one being present representing Saratoga County at the December Commission Meeting, no official business was conducted. As a result, the Commission revisited the following issues that were discussed at the December meeting for their consideration at the January meeting.

APPROVAL OF THE MEETING MINUTES OF NOVEMBER 19, 2003

No discussion.

Action Taken

Lucille McKnight made a motion to approve the minutes, Mike Stammel seconded. The motion was approved unanimously.

FINANCIAL STATEMENT THROUGH NOVEMBER 30, 2003 (MEMO #3-35)

No discussion.

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Action Taken

Chris Callaghan made a motion to accept the financial statement and Stan Brownell seconded. The motion was approved unanimously.

PROPOSED 2003 BUDGET AMENDMENTS (MEMO #3-36)

No discussions.

Action Taken

Lucille McKnight made a motion to accept the financial statement, Chris Callaghan seconded. The motion was approved unanimously.

PROPOSED 2004 BUDGET (MEMO #3-37)

David Wickerham made a motion to enter into Executive Session, Chris Callaghan seconded. Proposed 2004 Budget went into Executive Session to discuss personnel matters.

Action Taken

Chris Callaghan made a motion to approve and adopt the 2004 Budget based on the discussions stated in Executive Session, Lucille McKnight seconded. The motion was approved unanimously.

PROPOSED 2004 MEETING SCHEDULE (MEMO #03-38)

Fred Acunto advised the Board that previous changes made to the proposed 2004 meeting schedule conflicted with Saratoga County meetings. Mr. Acunto inquired if this could be addressed at the February board meeting. Dave Vincent agreed that the adoption of the 2004 meeting schedule would be made at the February Commission Meeting.

COMBINED SEWER OVERFLOW RFP STATUS REPORT (MEMO #03-39)

Mike Stammel asked if there was any additional information regarding this since the December board meeting. Rocky responded that CDRPC submitted the application and all of the Albany Pool Communities are on board and the two sewer districts have decided to participate as well. A technical advisory committee meeting is scheduled for February.

Action Taken

Mike Stammel made a motion to approve, and Lucille McKnight seconded the motion. The motion was approved unanimously.

LEASE (MEMO #03-41)

Rocky stated he has not signed the lease and the anticipated move date is scheduled for May 1, 2004.

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Action Taken

Lucille McKnight made a motion to approve the authorization to sign the proposed agreement with Delta Properties. Jayne Regan Harris seconded the motion. The motion was approved unanimously.

2. ELECTION OF OFFICERS

Betty Barnette announced that the nominating committee, Peter Polsinelli, Chris Callaghan, Jayne Regan Harris and Betty Barnette respectfully submit the following names to be considered to serve as officers of the Capital District Regional Planning Commission for 2004. The proposed slate is Lucille McKnight, Chair; Stan Brownell, Vice Chair; Fred Acunto, Secretary; and Robert Wall, Treasurer. No further nominations were made.

Action Taken

Chris Callaghan made a motion to approve the 2004 officers, Jayne Regan Harris seconded. The motion was approved unanimously. David Vincent stepped down as Chair and Lucille McKnight took the position as Chair.

3. FINANCIAL STATEMENT THROUGH DECEMBER 31, 2003 (MEMO #04-01)

Rocky reported that there are a couple of outstanding bills that will be reflected in the expenses. Actual expenses represent 96.8% of the budgeted amount. All of the revenues have been accounted for. This statement represents the preliminary financial summary for activities through the entire year.

Rocky also reported that cash flow is not a problem at this time. Jean Raymond inquired about the Fund Balance amount being \$46,000 as opposed to the budgeted amount of \$33,000. Ms. Raymond also expressed concerns that this could pose problems with cash flow in the near future. David Vincent mentioned that CDRPC needs a minimum of 3 months cash flow on hand. Rocky mentioned that the 2003 revenue did not meet expectations because of delays in signing the contract with the HUD program (Homeless Information Management System). CDRPC did not sign the contract until January 2004. Rocky also reported that the money from the Fund Balance to balance the 2004 budget represents a one time cost associated with preparing the Strategic Plan and not for ongoing commission operations.

Kathy Marchione inquired about the salaries account balance for the year. Rocky responded that Chen's salary went through September, 2003 including vacation time, and other budgeted adjustments that were made took monies out of the salary account. The NYS Retirement was a contributing factor escalating from the original budgeted amount of \$11,000 to an actual expenditure of \$17,477. Fred Acunto asked if the unpaid bills for 2003 that were mentioned were substantial. Rocky responded that the anticipated bills include a retroactive health insurance payment, due to a mid month status change for one staff person, and a water and phone bill.

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Action Taken

John Graziano made a motion to accept the financial statement, and Dave Vincent seconded. The motion was approved unanimously.

4. STRATEGIC PLAN PROPOSAL (MEMO #04-02)

The A & F Committee interviewed three firms on Thursday, January 8th to prepare a 5 Year Strategic Plan for the Commission. The three firms were Outcomes Work/People Work, the Chazen Companies, and the Council of Community Services/Government Law Center. After meeting with the firms, the A & F Committee is recommending to the Commission that the Chazen Companies be hired to prepare the strategic plan.

Stewart Messinger and Debra Howes from the Chazen Companies were invited to the Commission meeting and made a presentation on developing a Strategic Plan for CDRPC.

Action Taken

David Wickerham made a motion to accept The Chazen Companies to prepare the Strategic Plan, and Mike Stammel seconded. The motion was approved unanimously.

SOUTH TROY BROWNFIELD PROPOSAL (new agenda item)

Rocky handed out the project summary to the Commission and explained that this is a South Troy Waterfront/Brownfield Demonstration Project. In July 2002, the Commission approved the South Troy Waterfront proposal as a Public Works Project in its Comprehensive Economic Development Strategy (CEDS). Its inclusion in the CEDS makes it eligible to receive EDA funding. This proposal is under Technical Assistance. In order for this project to be eligible for economic development funding, the Commission has to approve its inclusion in the CEDS. Rocky received a letter last week requesting the Board consideration for this project.

This is a demonstration project with 5 locations in New York State. The locations are Rochester, Syracuse, City of Utica, the Bronx and the City of Troy. The Economic Development administration is interested in funding this project in partnership with SUNY and the State of New York. Rocky mentioned that the new administration in the City of Troy has reviewed the proposal and is supportive. Rocky is requesting approval from the board to include this project in our CEDS for it to be eligible for EDA funding.

CDRPC will be a partner in this process, receiving funding support to undertake this project in conjunction with the City of Troy. Rocky added that David Wardle would be the point person on this project.

Fred Acunto inquired about the time David Wardle would be spending on this project. Rocky responded that this is unclear at this point.

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David Wickerham asked if there were any staffing implications due to the work being done on this project.

Rocky responded that this project will partially fall under our EDA work program and the implications may be the delay of website maintenance and other support services. David Wickerham requested that CDRPC get a letter from the Mayor of the City of Troy requesting board participation for our files.

Mike Stammel asked if there were any upfront costs that CDRPC would incur on this project. Rocky responded there will be none.

Acton Taken

Stan Brownell made a motion to approve, and Jayne Regan Harris seconded. The motion was approved unanimously.

5. CDRPC 2004 WORK PROGRAM OVERVIEW

Rocky handed out a copy of his power point to the Board. The Board decided to defer the presentation to the February 25th meeting.

6. STAFF ACTIVITIES REPORT

Rocky reported that all of the CDYCI financials for 2003 are in order. The auditor has approved the changes that were made. CDRPC has received and signed the four year contract for the work associated with the Water Quality Program.

Rocky added that he signed the contract for The Homeless Management and Information System Program and work has been initiated

Chris Callaghan inquired if we were all in agreement with the Berkshire contract that was signed. Jayne Regan Harris responded that we are pleased and everyone seems to be on the same page.

Fred Acunto asked how the December 2003 usage of the detention center compares with last year. Rocky responded that the December numbers are slightly up from last year, however overall usage for the year is down.

7. OTHER BUSINESS

The New York State Association of Regional Council meeting will be held January 28th and 29th at the Parker Inn in Schenectady.

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8. ADJOURNMENT

Action Taken

Chris Callaghan made a motion to adjourn the meeting, and Dave Vincent seconded. The motion was approved unanimously.

Respectfully submitted,

Fred Acunto, Secretary