

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

COMMISSION MEETING
February 25, 2004, 3:00 p.m.
CDRPC Conference Room
5 Computer Drive West, 2nd Floor
Albany, New York 12205

MINUTES

PRESENT: *Board Members:* Henry Dennis, John Graziano, Lucille McKnight, Stan Brownell, James Shaughnessy, Fred Acunto, Christopher Callaghan, Kathleen Marchione, Jean Raymond, David Wickerham, Gary Hughes, Barbara Mauro, Michael Petta, David Vincent

Staff: Dillenbeck, Fabozzi, Ferraro, Neilio and Wardle

Guests: Philip Schwartz (*Gazette*), Steve Strickman (*City of Schenectady Zoning Officer*), Mark Storti (*Schenectady Planning Dept.*)

ABSENT/EXCUSED: Betty Barnette, Gerald Jennings, Jayne Regan Harris, Edward Patanian, Mike Stammel, Raymond Gillen

PRESIDING: Lucille McKnight, Chair, called the meeting to order at 3:00 p.m.

1. WELCOME/INTRODUCTION OF GUESTS

David Vincent introduced Gary Hughes, Barbara Mauro and Michael Petta to the Commission as the new Schenectady County CDRPC Commissioners. Ray Gillen is also on the Schenectady County Board but was not present.

2. APPROVAL OF THE JANUARY 21, 2004 MEETING MINUTES

Copies of the January 21st minutes were distributed before the meeting. No corrections were made.

Action Taken

John Graziano made a motion to approve the minutes, David Wickerham seconded. The motion was approved unanimously.

3. FINANCIAL STATEMENT THROUGH JANUARY 31, 2004

Rocky reported that the financial statement represents activity through January 2004. A few of the expenses such as rent and health insurance appear greater than would be expected since they represent two months worth of payments. For salaries, January was a three paycheck month rather than the traditional two.

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Rocky also reported that cash flow is not a problem at this time. David Vincent inquired if 2004 was a 53 paycheck year. Rocky responded yes since the pay period ends on December 31st. He also stated that he will probably recommend that CDRPC switch to a twice a month payroll, getting paid on the 15th and last day of each month to eliminate extra pay periods. Rocky recommended that we discuss this later in the year.

David Wickerham inquired if the revenues are booked when billed or when the money comes in. Rocky responded that we book them when we bill them.

Chris Callaghan asked if we receive interest on the checking account. David Lang Wardle responded that interest is only paid on the Money Market Account. Mr. Callaghan suggested that the non-interest checking account balance be kept lower.

Action Taken

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

4. 2003 AUDIT PROPOSAL

Rocky reported that we have received a proposal from Dorfman-Robbie, CPA, P.C. to prepare our annual audit for 2003. The proposed fee is \$5700, an increase of \$200 from last year. The audit will be similar to other years, however there are new procedures and inquiries of employees with various levels of authority and responsibility. Rocky requested approval from the Board to hire Dorfman-Robbie to do the annual audit for 2003.

David Wickerham asked if an RFP was put out for the annual audit. Rocky responded that CDRPC last did an RFP about 5 years ago. Chris Callaghan inquired if there was money in the budget to do the audit. Rocky responded that under the Consultant Service line item, \$20,000 was set aside for the Strategic Plan and \$6,000 for the annual audit.

Action Taken

Chris Callaghan made a motion to accept the proposal from Dorfman-Robbie with instruction to seek RFP's next year and possibly coordinate with CDYCI so that the same consultant would audit both CDRPC and CDYCI. Jean Raymond seconded the motion. The motion was approved unanimously. David Wickerham asked that we RFP every 3-5 years for the annual audit.

5. 2004 PROPOSED MEETING SCHEDULE

Fred Acunto advised the Board that Saratoga County does not have conflicts with the proposed meeting schedule as previously discussed at the last Commission meeting.

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Action Taken

David Vincent made a motion to approve the 2004 Proposed Meeting Schedule and Stan Brownell seconded. The motion was approved unanimously.

6. ONE PARK PLACE LEASE UPDATE

Rocky reported that he has signed the lease with Delta Properties, LLC to occupy the first floor space at One Park Place. CDTC is also moving to One Park Place. The annual rate through May 31, 2005 is \$53,450, which includes heating and air conditioning costs. The first month's rent of \$4,454.16 has been waived to cover moving expenses. All interior moving costs are included.

Rocky also added that we are working with CDTC in coordinating getting cost estimates on both moving expenses and installation of the phone systems.

Action Taken

Jim Shaughnessy made a motion to accept and John Graziano seconded. The motion was accepted with Henry Dennis voting no.

7. STRATEGIC PLAN UPDATE

The A&F Committee met with Deborah Howes from The Chazen Companies to review efforts for the Strategic Plan. The first step in this process is to create a Steering Committee consisting of two representatives from each county and the Executive Director. Rocky asked that the appointments be made today for the Steering Committee. The Steering Committee's responsibility is to provide direction to the consultant in moving forward with the Strategic Plan.

The second step is to schedule a retreat involving board members, staff, and possibly external stakeholders. The possible dates that were discussed at the A&F Committee Meeting were Friday afternoon, May 7 and all day Saturday, May 8th. The retreat will be held locally at a site to be determined; therefore, no overnight stay will be required. Times also to be determined.

Rocky mentioned that he put together a preliminary list of external stakeholders and asked that this be discussed by the Steering Committee when appointed. He also added former staff to the list of possible external stakeholders.

Rocky then asked the Board to make the Steering Committee appointments and decide on a date for the retreat. The following is the list of members appointed by the Commission who will serve on the Strategic Plan Steering Committee:

Betty Barnette -	Albany County
Lucille McKnight -	Albany County
Stan Brownell -	Rensselaer County
Mike Stammel -	Rensselaer County
Chris Callaghan -	Saratoga County

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Fred Acunto - Saratoga County
Barbara Mauro - Schenectady County
David Vincent - Schenectady County
Rocky Ferraro - Executive Director

A date for the first Steering Committee meeting has been scheduled for March 4, 2004 at 10:00 a.m. at the CDRPC offices. The retreat has been scheduled for Friday afternoon, May 7th and all day Saturday, May 8th. Specific times and location for the retreat to be determined. The consultant will be contacting each person on the Commission for a one on one confidential interview prior to the retreat.

8. CDRPC 2004 WORK PROGRAM OVERVIEW

Rocky presented a PowerPoint presentation to the Commission on CDRPC's 2004 Work Program.

9. STAFF ACTIVITIES REPORT

Rocky reported that the lease for One Park Place has been signed. The CDRPC 2003 books are ready for the audit review.

Rocky added that the information system data requests to our website has gone up 32% from January 2003. CDRPC maintains the website and keeps it as user friendly as possible.

Staff continues to work on the Combined Sewer Overflow Long Term Control Plan and on the population projections. Leif and David will be attending a trainer's session next week for the CARES Homeless Management System.

There is a CDYCI Board Meeting scheduled for March 4 at 8:30am.

David Vincent inquired about the recently announced rolling census concept, if every community in America participates each year. Rocky responded that 2-3% of households nationwide every year will be asked to fill out a detailed form. Gary Hughes asked if there would be follow up after the census forms are sent out. Rocky responded that the Census Bureau believes the communities have a responsibility with their GIS mapping to maintain updated records of housing units to minimize an undercount.

Jean Raymond expressed concerns about the 2004 Work Program, stating that there should be a list of what CDRPC does for the 4 counties. Rocky responded that each contract discussed in the Work Program requires a match from the 4 counties. Jean requested a report be put together showing exactly what CDRPC does specifically for the 4 counties.

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Lucille McKnight announced that there is a vacancy on the Board for Treasurer and she would like David Vincent to take the position. David Vincent agreed to accept the appointment if offered, however for a 1 year commitment only.

Action Taken

Christopher Callaghan made a motion to appoint David Vincent as Treasurer and Stan Brownell seconded. The motion was approved unanimously.

10. OTHER BUSINESS

Fred Acunto made a motion to request an Executive Session to discuss personnel matters. Jean Raymond seconded.

11. ADJOURNEMENT

Action Taken

John Graziano made a motion to adjourn the meeting, and Jim Shaughnessy seconded. The motion was approved unanimously.

Respectfully submitted,

Fred Acunto, Secretary