

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

April 21, 2004, 8:30 a.m.  
CDRPC Conference Room  
5 Computer Drive West, 2<sup>nd</sup> Floor  
Albany, New York 12205

**MINUTES**

**PRESENT:**            *Board Members:* Henry Dennis, John Graziano, Lucille McKnight, Jayne Regan Harris, James Shaughnessy, Mike Stammel, Fred Acunto, Christopher Callaghan, Kathleen Marchione, Jean Raymond, Raymond Gillen, Gary Hughes, Michael Petta, David Vincent

*Staff:* Dillenbeck, Engstrom, Fabozzi, Ferraro, Neilio and Wardle

**ABSENT/EXCUSED:**     Betty Barnette, Gerald Jennings, Stan Brownell, Edward Patanian, David Wickerham, Barbara Mauro

**PRESIDING:**         Lucille McKnight, Chair, called the meeting to order at 8:30 a.m.

**1.     WELCOME/INTRODUCTION OF GUESTS**

There were no guests

**2.     APPROVAL OF THE FEBRUARY 25, 2004 MEETING MINUTES**

Copies of the February 25<sup>th</sup> minutes were distributed before the meeting. No corrections were made.

**Action Taken**

Chris Callaghan made a motion to approve the minutes, David Vincent seconded. The motion was approved unanimously.

**3.     FINANCIAL STATEMENT THROUGH MARCH 31, 2004**

Rocky reported that the quarterly billings have been sent out for the period January 1<sup>st</sup> through March 31, 2004 for work completed during the first quarter.

The General Fund Balance shows \$130,000 in cash at this time to cover expenses during the next three months to accommodate our quarterly billing cycle.

Rocky added that the title of the Balance Sheet will be changed to Statement of Financial Conditions. Technically this is not a balance sheet because our books are closed out annually and not on a monthly basis.

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### **Action Taken**

Chris Callaghan made a motion to accept the financial statement, and Mike Stammel seconded. The motion was approved unanimously.

#### **4. STRATEGIC PLAN UPDATE**

The Steering Committee has met on two occasions with Deborah Howes from the Chazen Companies. The next meeting is scheduled for April 29<sup>th</sup>. The Committee has finalized the list of 40 external stakeholders to get input and feedback regarding existing and future activities they would like to see CDRPC involved with. At this time, most of the Commissioners as well as 30 of the 40 stakeholders have been interviewed.

Deborah has also contacted several peer organizations for interviews, which include the Central New York Regional Planning & Development Board, the Genesee/Finger lakes Regional Planning Council, the New York State Association of Counties and the Capitol Region Council of Governments located in Hartford, Connecticut. The input received through the interviews will be shared at the retreat scheduled for Friday afternoon, May 7 and all day Saturday May 8<sup>th</sup>.

The Friday afternoon retreat will be from 1pm - 5pm at the Waterford Visitors Center. The Saturday retreat will be from 9am – 5pm at the offices of the New York State Energy Research & Development Authority. Directions will be provided for both locations within the next couple of weeks, as well as the final agenda.

#### **5. COMBINED SEWER OVERFLOW UPDATE**

A copy of the Summary of Findings through April 9, 2004 was distributed before the meeting. Rocky reported that the Albany Pool Communities (Cities of Albany, Cohoes, Rensselaer, Troy and Watervliet and the Village of Green Island) are facing a number of issues and have been extremely cooperative in designing a regional approach to prepare a Phase I Long Term Control Plan. A technical advisory committee has been created consisting of representatives from each of the six communities and the two sewer districts to scope the plan of action. There have been 7 meetings to date resulting in positive feedback from the six communities.

The cost of the study is approximately \$4 million. CDRPC has submitted two grants to get funding for this project. One to the State's Environmental Protection Fund for up to \$2 million to fund 50% of the cost. The communities must come up with the match of an additional \$2 million, some of which will be financial with some in-kind. The other grant was submitted to the U.S. Environmental Protection Agency for \$150,000. No match is required for the EPA grant. The EPA Grant will cover Part A of Phase I, which includes an initial system characterization that will be used to determine cost allocation among the Albany Pool communities. Community participation activities would also be partially funded with the EPA Grant. Rocky added that this is a competitive grant and the State is supportive of this proposal.

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Fred Acunto inquired if there would be an impact on staff if this project were successful. Rocky responded that a consultant would do the majority of the work. Staff responsibility will be to provide management oversight and citizen participation. Rocky also added that it is unclear at this point how to proceed with staffing. Once the scope is fully developed and funding sources lined up, a recommendation will be made to the Board on how to proceed. Leif Engstrom has taken lead responsibility on this project at this point and he will continue in that role. Rocky stated that that an RFQ will be put out for consultant services. A draft is being prepared for review by the Technical Advisory Committee.

### **6. STAFF ACTIVITIES REPORT**

Rocky reported that the information system and data requests to our website has been used significantly and the amount of actual visitors and phone calls to the office has declined. The website is maintained and updated continually in-house.

The 604B Water Quality Program is moving forward. Todd Fabozzi has been giving PowerPoint presentations identifying the six minimum requirements that communities are supposed to adopt by 2008. Staff will continue to be very active in this process for the next six months to a year.

Rocky also spoke about the New Visions Planning Process. CDRPC has partnered with CDTC on an ongoing effort to have a planning process in place to look at issues associated with transportation and planning issues throughout the region. Five working groups have been established to look at the issues and bring back information to the Task Force and CDTC policy board, which will make the decisions regarding transportation planning. Todd Fabozzi is the primary lead on this project.

CDYCI utilization rate has gone back up and the 2002 reconciliation has been completed. Refund checks for 2002 have been sent out totaling \$83,000. The 2003 reconciliation will be done for the June Board meeting. The method of the accounting procedure for CDYCI will be revised to an accrual accounting system.

### **7. OTHER BUSINESS**

Rocky mentioned to the Board that CEG has initiated action on one of the recommendations from the Regional Development Strategy Working Group to create a Regional Development Coordinating Council and a cabinet to provide oversight for this regional council. The Cabinet would consist of John Poorman from CDTC, Rocky Ferraro from CDRPC, Kelly Lovell from CEG and Lynn Taylor from Albany County Chamber of Commerce representing Tech Valley.

A meeting was held last week to discuss the formation of the council and the cabinet. Lucille McKnight also attended. One issue is that CDRPC represent 4 counties, while CEG represents 11 counties and the Tech Valley represents 15 counties.

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Lucille McKnight added that CDRPC is trying to define our mission and we should think about where this Cabinet concept is going and if we should get involved. Jean Raymond added that it is always important to have dialogue and exchange information, however make sure meetings are productive and there is follow through. Ms. Raymond also added that CDRPC should define our mission and then decide if membership and involvement with these groups fit within the scope of our mission.

Mike Stammel expressed concerns regarding this project becoming an entity that CDRPC would have to compete with in the future for funding. Jayne Regan Harris added that we should be a part of this project to see where it is going and we should have some of the control. Chris Callaghan added that this project should be put on the agenda for the Retreat in May.

The Work Force Investment Boards are required to prepare a strategic plan of labor force needs over the next several years. There are 4 Work Force Investment Boards in the greater Capital Region collaborating together and they have asked CDRPC for input in preparing the study. Rocky & David met with the Directors of each of the WIB's to offer suggestions on their outline. They have queried about CDRPC contracting with the WIB's to prepare the data analysis component of the study. If the Commission agreed to participate, Rocky stated that it would require the hiring of a summer intern to work on a full time basis on this project.

David Vincent asked if this poses as an additional value to the Commission. Rocky responded that yes there would be value added in CDRPC participating in a significant element of data research associated with the labor force needs/outlook in the region. Jayne Regan Harris inquired if this project will add a lot more responsibility to the staff. Rocky responded that a summer intern would be hired to do the majority of the research work. If the project does go into the fall there may be issues with staffing.

A proposal has not been prepared yet for response. Jean Raymond suggests that if and when CDRPC receives a proposal, review it with the A&F Committee for a decision. Rocky added that in order to move forward we need to receive the proposal sooner rather than later so that it can be reviewed. David Wardle added that the original due date for the plan is July 1, 2005, but that deadline has been extended.

### **8. NEXT MEETING DATE JUNE 16, 2004 AT 3:00 PM**

Lucille McKnight mentioned that the next Commission meeting will be June 16, 2004 at 3:00PM at One Park Place.

### **9. OFFICE RELATION SITE VISIT**

A site visit was planned for anyone interested after the Board Meeting.

### **10. ADJOURNMENT**

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**Action Taken**

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

Respectfully submitted,

Fred Acunto, Secretary