

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

August 18, 2004, 8:30 a.m.  
CDRPC Conference Room  
One Park Place  
Albany, New York 12205

**MINUTES**

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

*Staff:* Donna Dillenbeck, Leif Engstrom, Todd Fabozzi, Rocky Ferraro, Nicholas Neilio, David Wardle

**ABSENT/EXCUSED:**    Betty Barnette, Gerald Jennings, Edward Patanian, Mike Stammel, Jean Raymond, David Wickerham, Barbara Mauro, Raymond Gillen

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

**1.    WELCOME/INTRODUCTION OF GUESTS**

Philip Schwartz from the Gazette, Sean Maguire from the Albany County Department of Economic Development & Planning, Melinda Mulawka from Albany County Executive's Office and Alan Walthers from Dorfman-Robbie were in attendance.

**2.    APPROVAL OF THE JUNE 16 MEETING MINUTES**

Copies of the June 16<sup>th</sup> minutes were distributed before the meeting. No corrections were made.

**Action Taken**

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

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

Rocky reported that the revenues listed represent the billings that went out for the second quarter billing period (April 1 – June 30). Second half billings were sent to Albany & Rensselaer Counties and third quarter billings sent to Saratoga and Schenectady Counties. The expenses to date are at 59%. Rocky informed the board that Nick Neilio will be leaving CDRPC September 3<sup>rd</sup>. He does not anticipate filling this position at this time.

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The Statement of Financial Condition indicates a larger than usual “Due from State & Federal Governments” and “Other Governments” which primarily reflects our second quarter billings (April 1 – June 30, 2004) to these funding agencies.

Henry Dennis inquired what State and Federal Governments agencies were outstanding. Rocky reported that the primary amounts are from the Transportation and Water Quality invoices.

### **Action Taken**

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

#### **4. FY-2003 CDRPC AUDIT REPORT**

A copy of the FY-2003 Audit Report was sent out to all the Commissioners prior to the meeting. Allen Walthers from Dorfman-Robbie Certified Public Accountants, P.C., was present to go over the Audit Report findings. Mr. Walthers briefly went over the reports with the board and informed everyone that there were no adjustments made and that the GASB 34 needs to be implemented for 2004.

The GASB 34 represents an entirely new set of financial statements as well as mandates that a Management’s Discussion Analysis (MD&A) be included as part of the financial reports. Mr. Walthers advised that Dorman-Robbie will provide management with guidance as to how to properly prepare for the MD&A for 2004.

### **Action Taken**

Jayne Regan Harris made a motion accept the FY-2003 Audit Report, and Jim Shaughnessy seconded. The motion was accepted unanimously.

#### **5. PROPOSED 2005 PRELIMINARY BUDGET**

Rocky informed the board that this is a Proposed Preliminary Budget and a final budget will be prepared for the December Commission meeting. The action requested from the Board is to adopt the proposed amount requested from each of the four counties for 2005. The amount requested from each county will remain unchanged from 2004.

This outlines the expected revenues and expenditures for 2005 but does not reflect activity associated with coordinating the preparation of the Phase I CSO Long Term Control Plan for the Albany Pool communities. A separate budget will be developed and presented to the Board as part of the final 2005 Budget in December.

An increase in the revenue side shows a proposal for \$10,000 from Empire State Development for CDRPC to participate in a demonstration project with the State Data Center to assure an accurate count for New York State in the 2010 Census.

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Consultant services were reduced to \$7000. The 2004 budget reflected \$20,000 to hire a consultant to facilitate the Commission's Strategic Plan. An increase in the health insurance assumes an estimated 18% increase in health insurance costs with the elimination of providing health coverage to Chen.

Chris Callaghan stated that the \$34,000 for NYS Retirement should be listed as an expense for 2005. Rocky recommend that the amount be shown as an expense for the year it's incurred in. Mr. Callaghan agreed.

### **Action Taken**

A motion was made to adopt the amounts the four counties will contribute for 2005. Henry Dennis made a motion to accept, and Jayne Regan Harris seconded. The motion was accepted unanimously.

## **6. CDRPC STRATEGIC PLAN**

Deborah Howes from the Chazen Companies prepared a Progress Report and presented it to the Commission. The report included the Mission Statement adopted at the June 23<sup>rd</sup> Commission meeting and recommended strategies to address two of the four critical issues identified by the Commission at the May Retreat. The first critical issue was relative to the Commission's Mission and the second was relative to Communication, Cooperation, and Collaboration. Deborah went over a series of questions for each critical issue with the Strategic Committee and included their responses in the Progress Report.

The next Strategic Planning Committee will be held Wednesday, August 25<sup>th</sup> to discuss Critical Issue Number 3: *Issues Relative to our Internal Structure*. Issue Number 4: *Issues Facing the Region and Our Role in Addressing these Issues* will be discussed at the September 8<sup>th</sup> meeting. A copy of her power point presentation is attached.

## **7. STAFF ACTIVITIES REPORT/OTHER BUSINESS**

Rocky updated the Commission on the Albany Management situation. CDRPC has received an invoice for \$10,962.37 from Albany Management for "damages" claimed to have occurred to the elevator and hallway floor during the move and the space occupied at 5 Computer Drive West. Mabey's Moving Company's Insurance states that Mabey's Moving is not responsible for damages since they believe, based on their investigation, that it was a pre-existing condition. Rocky has spoken with our insurance company and informed them of the situation.

The Commission advised that Rocky continue to fight these claims from Albany Management.

Rocky reported that we are moving forward on The Long Term Control Plan with the announcement from the Governor's Office of a \$2 million matching grant as well as being invited to submit a final application for an \$80,000 grant from the EPA.

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Activities continue with the Quality Region Task Force and the working groups as part of the New Visions process in conjunction with CDTC.

There was a Land Use Training workshop held June 30<sup>th</sup> at HVCC. The workshop was filled to capacity with 125 people in attendance. Another session is scheduled for November 5, 2004 at HVCC.

Rocky added that activities with CDYCI are going smoothly at this time. A board meeting will be held after the CDRPC Commission Meeting. A check for \$169,297.74 is expected from Berkshire Farm to refund the counties for amounts based on actual 2003 usage, revenues, and expenses. Also, an agreement was reached regarding the fence settlement. The FHA will pay up to \$200,000 less the \$28,750 to build a new concrete wall at the facility with no CDYCI funds committed. NYS DOT will pay its 15% share of the project as well as the \$28,750 and 100% of any cost over \$200,000. DOT anticipates the barrier wall will be built in the 2005 construction season, but possibly in 2006.

CDRPC continues to assist the Albany Center for Economic Success (ACES) in submitting an application for \$1.7 million to expand their Orange Street business incubator. This is a revision to the original application taking into account new cost estimates and suggestions from the EDA.

Lucille McKnight suggested that CDRPC staff let the Commissioners know when and where they are making presentations in the four counties, so they are able to attend.

### **8. NEXT MEETING DATE: OCTOBER 20, 2004**

The next CDRPC Commission Meeting will be held on October 20, 2004 at 3:00pm at the CDRPC offices.

### **ADJOURNMENT**

John Graziano made a motion to adjourn the meeting, and Henry Dennis seconded.

Respectfully submitted,

Fred Acunto, Secretary