

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

COMMISSION MEETING

October 20, 2004, 3:00 p.m.
CDRPC Conference Room
One Park Place
Albany, New York 12205

MINUTES

PRESENT: *Board Members:* Lucille McKnight, Stan Brownell, Jayne Regan Harris, Mike Stammel, Fred Acunto, Christopher Callaghan, Kathleen Marchione, David Wickerham, Gary Hughes, Barbara Mauro, Mike Petta, David Vincent

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

ABSENT/EXCUSED: Betty Barnette, Henry Dennis, John Graziano, Gerald Jennings, Edward Patanian, James Shaughnessy, Jean Raymond, Raymond Gillen

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

1. WELCOME/INTRODUCTION OF GUESTS

Sean Maguire from the Albany County Department of Economic Development & Planning, Melinda Mulawka from Albany County Executive's Office, Philip Schwartz from the Schenectady Gazette and Deborah Howes from the Chazen Companies.

2. APPROVAL OF THE AUGUST 18 MEETING MINUTES

Copies of the August 18th minutes were distributed before the meeting. No corrections were made.

Action Taken

Mike Stammel made a motion to approve the minutes, Jayne Regan Harris seconded. The motion was approved unanimously.

3. FINANCIAL STATEMENT THROUGH SEPTEMBER 30, 2004

Rocky reported that the fourth quarter billings have been sent out to Saratoga and Schenectady Counties. The revenue amounts do not reflect the third quarter billings for the Water Quality Program and the UPWP.

There will need to be an end of the year adjustment for several of the expense line items. An adjustment for salaries will need to reflect 27 pay periods versus the usual 26 since

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the final pay period ends on December 31, 2004. The shortfall will be about \$4000-\$5000. Also there are two months rent payments left at approximately \$4900 per month and we have a \$6653 balance. However, there are some line items that are under expended including travel and printing and the NYS Retirement, which can accommodate the adjustments without having a negative impact on the Fund Balance.

There are no issues at this time on the Statement of Financial Condition. Most of the money is being kept in the interest bearing money market account with money being transferred to the checking account when needed.

Action Taken

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

4. CDRPC STRATEGIC PLAN

A draft of the Strategic Plan prepared by Deborah Howes from the Chazen Companies was distributed before the meeting. The draft Strategic Plan includes the organizational assessment of the Commission based on the internal and external stakeholder interviews and the recommended strategies for each of the four Critical Issue Areas.

The Strategic Planning Committee has identified the tasks necessary to accomplish each of the strategies. Priorities have also been assigned to each task. Deborah Howes prepared a PowerPoint presentation on the Draft Strategic Plan with a primary focus on reviewing the strategies to get feedback from the Commission regarding the Tasks listed and to have a discussion on Next Steps. Deborah Howes anticipates the final document will be available for Board approval at the December meeting.

David Vincent inquired about the urgent tasks Deborah discussed. One in particular is to hire or contract a marketing specialist. This involves money that may not be budgeted for 2005 and should be discussed further. Rocky added that the first step would be to define the tasks that are specifically involved and put a committee together to scope out the work and make decisions regarding this urgent task.

Action Taken

Gary Hughes made a motion to accept the Draft Strategic Plan as presented, and Mike Stammel seconded. The motion was approved unanimously.

5. APPOINTMENT OF NOMINATING COMMITTEE

The nominating committee for 2005 officers is Jayne Regan Harris, Chair, Henry Dennis, Christopher Callaghan and David Vincent. Jayne will report at the December Commission meeting the recommendations of the nominating committee.

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6. STAFF ACTIVITIES REPORT

Rocky updated the Commission on the positive responses received on the web site in terms of the value and number of visitors. It was recommended that photos of the region be added and possibly photos of the Commissioners.

Activities with the Combined Sewer Overflow advisory committee are moving along. An RFQ was prepared and the committee has selected three of the six RFQ respondents for interviews. The three firms are O'Brien & Gere, Malcolm-Pirnie/CDM, and Clough Harbour/Black and Veatch. The interviews were scheduled for October 26 with a follow-up meeting November 3 to make the selection. CDRPC will have overall responsibility for the CSO Long Term Phase I Project.

CDRPC has been invited to submit a formal application for an \$80,000 grant to EPA that will be used for the first part of the Phase I Long Term Control Plan. The grant was submitted on September 15 and the outlook is positive that CDRPC will receive the grant.

Activities continue with the Quality Region Task Force and the working groups as part of the New Visions process in conjunction with CDTC. Preliminary papers for review by the Task Force have been prepared for the "Larger than Regional Policy Concepts" and "Concepts for Assisting Local Decision Making in a Regional Context". Rocky added that the working relationship with CDTC has been very positive.

CDRPC has signed a \$25,000 contract with CDTA to provide mapping support services and to conduct interviews with planners in the communities in the region that are served by either CDTA or Upstate Transit. The work is for the first phase of a \$300,000 Regional Transit Development Plan.

There is a LandUse Planning Workshop scheduled for November 5, 2004 at Hudson Valley Community College. Jayne Regan Harris will give the welcoming remarks on behalf of the Commission.

The Reconciliation Checks for CDYCI have been sent out to each of the counties based on the 2003 bed usage. The total amount that was refunded was \$169,297.74. Also, an agreement has been signed regarding the fence settlement. A replacement barrier wall will be built in the 2005 construction season. FHWA and DOT are paying for the cost of the wall with no CDYCI funds committed.

CDRPC has submitted a full application for the Albany Center for Economic Success for a \$1,878,944 EDA grant to expand their Orange Street business incubator.

Rocky informed the board that a list of presentations and meetings that staff is involved with will be emailed each week to the Commissioners and are welcome to attend.

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7. OTHER BUSINESS

There was no other business at this time.

8. NEXT MEETING DATE: DECEMBER 8, 2004

The next CDRPC Commission Meeting will be held on December 8, 2004 at 3:00 pm at the CDRPC offices.

ADJOURNMENT

Mike Stammel made a motion to adjourn the meeting, and Barbara Mauro seconded.

Respectfully submitted,

Fred Acunto, Secretary