

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

December 8, 2004, 3:00pm  
CDRPC Conference Room  
One Park Place  
Albany, New York 12205

**MINUTES**

**PRESENT:** *Board Members:* Betty Barnette, Henry Dennis, John Graziano, Lucille McKnight, James Shaughnessy, Mike Stammel, Fred Acunto, Christopher Callaghan, Kathleen Marchione, David Wickerham, Gary Hughes, Barbara Mauro, Michael Petta, David Vincent

**ABSENT/EXCUSED:** Gerald Jennings, Stan Brownell, Jayne Regan Harris, Edward Patanian, Jean Raymond, Raymond Gillen

**PRESIDING:** Lucille McKnight, Chair, called the meeting to order at 3:00pm.

**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, Deborah Howes from the Chazen Companies and Chungchin Chen.

**2. APPROVAL OF THE OCTOBER 20 MEETING MINUTES**

Copies of the October 20<sup>th</sup> minutes were distributed before the meeting. No corrections were made.

**Action Taken**

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

**3. FINANCIAL STATEMENT THROUGH NOVEMBER 30, 2004**

Rocky reported that the expenses to date are at 85.3% of the total approved budget and revenues are at 85.2%. There is slightly over \$138,000 cash in the bank at this time. The 2005 New York State Retirement payment of \$27,911 was paid. A savings of \$200-300 was offered for making the payment in December rather than February.

**Action Taken**

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

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### **4. CDRPC STRATEGIC PLAN**

Deborah Howes went over the Final Draft of the Strategic Plan with the Board seeking Board approval to adopt the Plan. The Strategic Plan includes the organizational assessment of the Commission based on the internal and external stakeholder interviews. The Mission Statement adopted by the Board is also included with the recommended strategies for each of the four Critical Issue Areas.

Both David Wickerham and Chris Callaghan expressed concern about some of the language included in the Strategic Plan and did not feel comfortable adopting the Plan if it meant that they were also endorsing language in specific sections of the document. As an example, David Wickerham stated that he did not support the language included in the second paragraph in Section 4.1.4: “We need to allow staff to speak freely. . . .”.

Considerable discussion ensued about how the Strategic Planning document will be applied and implemented.

Deborah Howes suggested taking out the second paragraph in Section 4.1.4 that was the focus of the original concern.

David Vincent suggested the Board view the Strategic Plan as a guideline for discussion directing Commission actions and policies in the future.

#### **Action Taken**

A motion was made by Chris Callaghan to modify the Strategic Plan by removing the above referenced paragraph from the document. Fred Acunto seconded. The motion was approved unanimously.

#### **Action Taken**

A motion was made by David Vincent to adopt the strategic plan as a guideline for discussion directing Commission actions and policies in the future, and Mike Stammel seconded. The motion was approved unanimously.

### **5. REPORT FROM NOMINATING COMMITTEE**

The chairwoman of the nominating committee, Jayne Regan Harris was not present at the meeting. This item will be discussed further at the January Commission meeting.

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**6. PROPOSED 2005 BUDGET**

The proposed budget does not reflect, with the exception of an adjustment to Leif Engstrom's salary, any revenues and expenditures associated with the Combined Sewer Overflow study. Once the grant amounts and work program have been established, a supplemental budget will be presented to the Board for approval.

Rocky went over the highlighted issues listed on Memorandum #04-25. David Wickerham inquired about the amount of money in the fund balance. Rocky responded that at the end of the year the amount will be about \$135,000. (Note: After reviewing the Statement of Financial Condition, the amount will be closer to \$150,000)

**Action Taken**

Henry Dennis made a motion to accept the Proposed 2005 Budget, and John Graziano seconded. The motion was approved unanimously.

**7. PROPOSED 2005 MEETING SCHEDULE**

A listing of proposed dates for the 2005 Commission meetings were distributed before the meeting.

Rocky added that the Watervliet Arsenal has invited the CDRPC Commissioners to tour the facility. He suggested that the Commission possibly have the January 19<sup>th</sup> Board Meeting at the Arsenal if appropriate arrangements can be made.

**Action Taken**

Commission members agreed to have the January meeting at the Arsenal if it can be worked out.

**8. COMBINED SEWER OVERFLOW CONSULTANT SELECTION STATUS REPORT**

Rocky suggested that the Commission go into an Executive Session regarding this matter.

**Action Taken**

Mike Stammel made a motion to enter into an Executive Session, and Chris Callaghan seconded. The motion was approved unanimously.

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**9. STAFF ACTIVITY REPORT**

An abbreviated staff report was provided. Rocky pointed out that the State of the Workforce report was released by the four Greater Capital Region Workforce Investment Areas earlier in the day. CDRPC prepared the data sets used in the report. The report is available online.

The Albany Center for Economic Success (ACES) EDA grant application for \$1.8 million for a business incubator in Albany was forwarded to the Philadelphia Regional office. According to the Director of ACES group, the reviewers in Philadelphia noted that the application was one of the best they have reviewed in a long time. David Lang Wardle was responsible for writing the grant application.

**10. OTHER BUSINESS**

There was no other business at this time.

**11. NEXT MEETING DATE**

The next CDRPC Commission Meeting will be held on January 19, 2005 at 8:30am. Arrangements are being made to possibly have the meeting at the Watervliet Arsenal. If not possible, the meeting will be held at CDRPC.

Respectfully submitted,

Fred Acunto, Secretary