

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

January 19, 2005, 8:30am  
Watervliet Arsenal, Building 40  
Benet South Conference Room  
Watervliet, NY 12205

**MINUTES**

**PRESENT:**            *Board Members:* Henry Dennis, John Graziano, Lucille McKnight, Stan Brownell, Edward Patanian, James Shaughnessy, Mike Stammel, Fred Acunto, Philip Barrett, Christopher Callaghan, Spencer Hellwig, John Murray, Gary Hughes, Barbara Mauro, David Vincent  
*Staff:* Rocky Ferraro, David Lang Wardle, Leif Engstrom, Todd Fabozzi, Donna Dillenbeck

**ABSENT:**            Betty Barnette, Gerald Jennings, Jayne Regan Harris, Ray Gillen, Michael Petta

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

**1. WELCOME/INTRODUCTION OF GUESTS**

Tony Gaetano and Bill Schroader from The Watervliet Arsenal Partnership, Sean Maguire from the Albany County Department of Economic Development & Planning, Melinda Mulawka from Albany County Executive's Office, and R.J. Kelly from The Schenectady Gazette

**2. REPORT FROM NOMINATING COMMITTEE**

The chairwoman of the nominating committee, Jayne Regan Harris was not present at the meeting due to illness. David Vincent announced that the nominating committee has chosen the following names to serve as officers of the Capital District Regional Planning Commission for 2005. Stan Brownell, Chair; Fred Acunto, Vice Chair; Gary Hughes, Secretary; John Graziano, Treasurer.

**Action Taken**

The nominating committee moved and seconded the nominations. The motion was approved unanimously. Lucille McKnight stepped down as Chair and Stan Brownell took the position as Chair.

**3. DECEMBER 8, 2004 MEETING MINUTES**

Copies of the December 8<sup>th</sup> meeting were distributed before the meeting. Chris Callaghan inquired about the salary adjustment made to Leif Engstrom's salary mentioned in Item #6 *Proposed 2005 Budget*.

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Rocky responded that there was an adjustment to Leif's salary which was included in the adopted CDRPC budget and which will be reflected in the Combined Sewer Overflow study budget in his role as Program Manager.

### **Action Taken**

Lucille McKnight made a motion to accept the minutes as amended and Chris Callaghan seconded. The motion was accepted unanimously.

#### **4. FINANCIAL STATEMENT THROUGH DECEMBER 31, 2004**

Rocky informed the board that this statement does not reflect the final 2004 Income Statement. The revenue reflects the final billings through the fourth quarter. Actual revenues represent 99.6% of the budgeted amount. Actual expenses represent 98.4% of the budgeted amount. There are still a few outstanding expenses and revenues. The overage on the salary expense reflects the extra pay period for 2004 since the pay period ended on December 31. CDRPC staff will be paid twice monthly starting January 2005 (the 15<sup>th</sup> and the 30<sup>th</sup> of each month), resulting in 24 times per year versus 26 to eliminate the "extra" 27<sup>th</sup> pay period in the future.

It was anticipated that \$23,900 would be taken out of the Fund Balance to pay for the Strategic Plan, however the revised amount is closer to \$18,000 since other expense items have been reduced.

Chris Callaghan inquired about the estimated revenue on the Statement of Financial Conditions and the petty cash amount. Mr. Callaghan believes the revenue may be mis-categorized and \$980. for petty cash seems very high. Rocky responded that an end of the year adjustment is made with petty cash. The \$980 reflects the total since the first of the year. The account is replenished periodically at approx.\$200 increments when needed.

### **Action Taken**

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

#### **5. DISTRIBUTION OF STRATEGIC PLAN**

A copy of The Strategic Plan, adopted by the Commission at the December meeting, was distributed before the meeting. It will be discussed further at the next A&F Committee Meeting as the Commission moves forward to implement its mission to serve the Capital Region.

#### **6. 2005 MEETING SCHEDULE**

All the meetings are scheduled for the third Wednesday of the month with the exception of December, to avoid conflict with the holiday season. Stan Brownell, Chair inquired if the Board would like to have all the meetings at 8:30am instead of alternating with

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3:00pm. The board was in agreement to change the time and will revisit the December meeting time in October.

The meetings will be held at the Commission office at One Park Place unless otherwise changed during the year.

### **Action Taken**

John Graziano made a motion to change all the meetings to 8:30am. Mike Stammel seconded . The motion was approved unanimously.

## **7. COMBINED SEWER OVERFLOW UPDATE**

Rocky reported that a meeting was held with the two consultant teams, Clough Harbour and Black & Veatch, and the team led by Malcolm Pirnie and Camp Dresser & McKee. The CSO Technical Committee requested that the teams combine to form one team and submit a new proposal, which should be submitted within the next several days. The next meeting is scheduled for January 31<sup>st</sup> at 10:00am at CDRPC to review the proposal and respond to any questions that may exist.

There has been no word from EPA regarding the final approval for the \$80,000 grant to undertake the first part of the plan. The State has contributed up to \$2 million toward the full study with a 50% match required by the participating communities.

John Murray inquired if agreements exist with the participating communities stating the amount of monies that they are expected to contribute to this study. Rocky responded that there is no agreement with the participating communities and that Part A of the study will outline the full scope of work and the cost to complete the LTCP, including the allocation share for each community. The \$80,000 from the EPA will be applied to accomplish this and several other preliminary tasks.

Fred Acunto asked who the technical consultant team would consist of. Rocky responded that the core components are Clough Harbor as Project Manager and Malcolm Pirnie and Camp Dresser and McKee primarily responsible for the Engineering part of the study. Several other firms will also be involved. The response to the RFQ that is forthcoming will outline individual firm responsibilities.

## **8. 2004 ACCOMPLISHMENTS**

Rocky presented a PowerPoint presentation to the Board reviewing 2004 accomplishments and the 2005 work program.

## **9. 2005 PROGRAMS**

Programs that Rocky presented for 2005 were the Regional Information System, The Quality Regions Initiative, Economic Development, Water Quality (Storm water

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Management and CSOs), CDYCI, and Technical Support Services. Staff will be working continuously on these projects throughout the year.

**10. STAFF ACTIVITY REPORT**

Rocky went over the projects staff is involved in with the PowerPoint Presentation. Stan Brownell announced to the new board members that there is a weekly email that goes out to them giving information on all meetings and presentations CDRPC staff are involved in.

**11. OTHER BUSINESS**

An email will be sent out regarding the next A&F Committee Meeting.

**12. NEXT MEETING DATE**

The next CDRPC Commission Meeting will be held on March 16, 2005 at 8:30am. The meeting will be held at CDRPC offices.

**13. TOUR OF ARSENAL FACILITY**

Tony Gaetano, President of the Watervliet Arsenal Partnership provided a brief presentation about the Arsenal facility and after the adjournment, he and members of his staff, gave a tour of several of the buildings on the site.

**Adjournment**

David Vincent made a motion to adjourn the meeting, and Mike Stammel seconded. The motion was approved unanimously.

Respectfully submitted

Gary Hughes