

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**COMMISSION MEETING**

October 19, 2005, 8:30am  
CDRPC Conference Room  
One Park Place  
Albany, New York 12205

**MINUTES**

**PRESENT:**            *Board Members:* Willard Bruce, Henry Dennis, John Graziano, Lucille McKnight, Stan Brownell, Jayne Regan Harris, James Shaughnessy, Mike Stammel, Fred Acunto, Philip Barrett, Chris Callaghan, Raymond Gillen, Gary Hughes, Barbara Mauro, David Vincent  
*Staff:* Rocky Ferraro, David Lang Wardle, Leif Engstrom, Todd Fabozzi, Donna Dillenbeck, Deborah Shannon

**ABSENT:**            Betty Barnette, Edward Patanian, Spencer Hellwig, John Murray, Michael Petta

**PRESIDING:**        Stan Brownell, Chair, called the meeting to order at 8:30am.

**1. WELCOME/INTRODUCTION OF GUESTS**

Rocky introduced Deborah Shannon as the new CDRPC intern. Deborah is a graduate student at Ualbany in the Planning Program. Deb has joined the staff on a part time basis. Mary Witkowski from Mike Breslin's office was also in attendance.

**2. AUGUST 17, 2005 MEETING MINUTES**

The minutes were distributed before the meeting. No corrections were made.

**Action Taken**

Fred Acunto made a motion to approve the minutes and Jayne Regan Harris seconded. The motion was approved unanimously.

**3. FINANCIAL STATEMENT THROUGH SEPTEMBER 30, 2005**

Rocky reported that this statement reflects the financials through September 30, 2005. With three fourths of the year completed, revenues are at 79.1% of the approved budget while expenses are at 67.5%. The revenue represents third quarter billings to the contracting entities.

We have just signed a contract with the Empire State Development for \$9,000 to participate in the 2010 Census Demonstration Project. CDRPC will be working with each of the cities, towns and villages in the capital region to identify building permit information and inventories to get an accurate count for the 2010 Census.

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There is approximately \$159,000 cash in the bank at this time, and outstanding receivables totaling just over \$60,500. This amount reflects quarterly billings to the funding agencies.

### **Action Taken**

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

## **4. PROPOSED 2005 LINE ITEM BUDGET ADJUSTMENTS**

The most significant line item adjustment is the NYS Retirement System. If paid on December 15, 2005, the cost to the Commission will be \$36,647. The original budget amount was \$32,000. Other line item adjustments include increases of \$335 to Agency Memberships, \$300 to Telephone and \$500 to Printing & Publishing. These increases will come out of Temporary Services and will not impact the total projected revenue and expenses.

### **Action Taken**

Chris Callaghan made a motion to approve the transfer and budget adjustment, and Fred Acunto seconded. The motion was approved unanimously.

## **5. PROPOSED FUND BALANCE TRANSFER**

Rocky reported that an item that came up from the recent Audit Report was \$10,000 in the reserve account. A request from the last Board meeting to move this \$10,000 from the Reserve fund Balance account to the Unreserved Fund Balance Account was made. The Fund Balance-Reserve account was originally established as a \$30,000 fund for NYS Retirement in the mid-1990's to provide for additional retirement contributions, which were anticipated to be necessary to fund the conversion of former Executive Director S. Thygarajan's pension plan from Tier II to Tier I. This issue has been resolved and there is no need to have this money in a reserve account.

It is proposed that the current \$10,000 balance be transferred to the unrestricted fund balance line item, A909 Fund Balance-Unreserved.

### **Action Taken**

Lucille McKnight made a motion to approve the transfer, and Mike Stammel seconded. The motion was approved unanimously.

## **6. PROPOSED 2005 AUDIT RFP**

A copy of the proposed 2005 Audit Request For Proposals was distributed before the meeting for the Commission to review and approve. The RFP will be sent out to local accounting firms to prepare auditing services for a one year period beginning with the fiscal year ending December 31, 2005. Dorfman Robbie CPA PC has been preparing the Audit for CDRPC for the last 10 years. The 2004 Audit was prepared for \$6500.

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Rocky is requesting Board approval to approve the RFP and distribute to interested firms for services.

Chris Callaghan suggested changing the RFP to state that the service agreement is for a three-year term.

Rocky added that the RFP's are due by December 2, 2006 and recommendations by the A&F Committee will be made prior to the December 14 Commission Meeting.

**Action Taken**

Chris Callaghan made a motion to approve the RFP for a three-year term, and Fred Acunto seconded. The motion was approved unanimously.

**7. APPOINTMENT OF NOMINATING COMMITTEE**

The nominating committee for 2006 officers is Jayne Regan Harris, Lucille McKnight, Spencer Hellwig and Ray Gillen. Jayne will report at the December Commission meeting the recommendations of the nominating committee

**8. STAFF PRESENTATION ON EDA PROJECT ELGIBILITY CRITERIA AND FOREIGN TRADE ZONE ACTIVITIES**

David Lang Wardle made a presentation for the Board about the criteria and process by which projects are listed for inclusion on the Comprehensive Economic Development Strategy for the Capital Region approved project list. David also spoke about CDRPC's role and responsibilities associated with the Foreign Trade Zone program.

David went over the general criteria for evaluating project proposals for the purpose of meeting EDA and other Federal funding requirements. They are as follows:

1. Project Timelines
2. Benefits for Unemployment and Underemployed
3. Utilization of Economic Programs
4. Geographic Locations of Development Activities
5. Program/Project Sponsorship and Management

The evaluation criteria are intended to be used to rank proposed projects in cases where ranking is necessary to distinguish between or among competing projects. Since 1990, we have never had more than two viable projects proposed in the same federal fiscal year, and the projects have never both been completely ready to proceed in the same fiscal year.

Fred Acunto inquired what percentage of staff time is being spent on EDA related activities. David spends approximately 60% of his time on EDA and Leif about 15%. For Leif, that percentage is spent on data requests.

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Fred Acunto inquired if these EDA projects are targeted more towards the urban areas rather than the suburban and rural areas. David replied that there are rural areas that qualify based on per capita income.

David added that in 1985, CDRPC was granted the authority to establish a General-Purpose Foreign-Trade Zone (FTZ #121) within the Albany Port Customs District by the Foreign-Trade Zones Board. State enabling legislation extended CDRPC's FTZ program to Fulton and Montgomery counties in 1991, to Columbia and Greene counties in 1992, and to Warren and Washington counties in 2003. General-Purpose Zone Sites serve multiple users, while Subzone Sites provide FTZ benefits to individual user/manufacturers at their existing plants.

Chris Callaghan asked what is the state's role in the Foreign-Trade Zone. David responded that the State has reserved the authority to grant permission to set up sights within the state.

### **9. COMBINED SEWER OVERFLOW LONG TERM CONTROL PLAN UPDATE**

A meeting was held on September 28<sup>th</sup> with representatives from DEC and the CSO Advisory Committee to discuss the SPDES permit renewal language. Each of the six communities has signed off on the renewal permits. Also, the Municipal Cooperation Agreement outlining financial obligation to complete Part A and the expectations of Part B have been signed by each of the six communities. As a result, CDRPC formally submitted the application to secure \$2 million in State assistance from the NYS DEC to complete the study.

A Kickoff meeting was held on October 3<sup>rd</sup> with the consultant team. The primary purpose of the meetings was to outline the full scope of work to prepare Part A of the Long Term Control Plan, including assignment of specific responsibilities to undertake each task with an anticipated completion date of June 30, 2006.

The revenues for Part A includes an \$80,000 grant CDRPC secured from the US EPA and \$87,500 of the \$2,000,000 matching grant from DEC. The remaining \$87,500 is from each community.

Chris Callaghan inquired if the budget that was handed out was for 2005. Rocky responded that it is the income statement for 2005. Chris added that there should be a project budget and included should be a plan for the \$4 million. The detailed project budget for Part B showing where all the monies are going will be prepared as an activity for Part A over the next year. The budget for Part A is fixed and has been approved. A preliminary budget for Part B has been put together pending preparation of a more detailed budget proposal as a result of the work to be completed under Part A.

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Rocky added that a separate set of books have been set up for the CSO project. This project does not integrate with CDRPC's budget at all. However, CDRPC is acting as a consultant on this project which will show revenue on CDRPC's budget.

**10. OCTOBER 21, 2005 BOARD/STAFF RETREAT**

Friday, October 21<sup>st</sup> there will be an afternoon Staff/Board Retreat from 2:00 to 6:00pm in the Meeting Room at the Crossings in Colonie. Jon Allen, a consultant with Performance Matters, will facilitate the retreat.

**11. STAFF ACTIVITY REPORT**

The Staff Activity Report was distributed before the meeting. There was no discussion.

**12. OTHER BUSINESS**

There was no other business at this time.

**13. NEXT MEETING DATE**

The next CDRPC Commission Meeting will be held on December 15, 2005 at 8:30am. The meeting will be held at CDRPC offices.

**Adjournment**

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

Respectfully submitted,

Gary Hughes  
Secretary