

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

## COMMISSION MEETING

December 14, 2005, 8:30am  
CDRPC Conference Room  
One Park Place  
Albany, New York 12205

## MINUTES

**PRESENT:** *Board members:* Henry Dennis, John Graziano, Lucille McKnight (conference call), Stan Brownell, Jayne Regan Harris, James Shaughnessy, Mike Stammel, Fred Acunto, Gary Hughes, David Vincent  
*Staff:* Rocky Ferraro, David Lang Wardle, Leif Engstrom, Todd Fabozzi, Donna Dillenbeck

**ABSENT:** Betty Barnette, Willard Bruce, Edward Patanian, Chris Callaghan, Spencer Hellwig, John Murray, Phil Barrett, Raymond Gillen, Barbara Mauro, Michael Petta

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

### 1. WELCOME/INTRODUCTION OF GUESTS

Larry Rulison from the Times Union, Mary Witkowski from Mike Breslin's Office, and Bill Hooton and George Klapischak from Seaboard Trade Centers were in attendance.

### 2. OCTOBER 19, 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 NOVEMBER 30, 2005

Rocky reported that this statement reflects the financials through November 30, 2005. The revenues are at 85.5% of the approved budget and expenses are at 88.6%. The revenue represents billings through the third quarter to the State and Federal contracting entities. The invoice for the New York State Retirement System was paid in the amount of \$36,647.00.

Rocky estimates a surplus (revenues over expenses) of approximately \$5,000 by the end of the year. There is about \$123,000 cash in the bank at this time and outstanding receivables totaling just over \$18,600.

## CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

### Action Taken

Mike Stammel made a motion to accept the Financial Statement, and John Graziano seconded. The motion was approved unanimously.

#### **4. REPORT FROM NOMINATING COMMITTEE**

Jayne Regan Harris announced that the nominating committee has chosen the following names to serve as officers of the Capital District Regional Planning Commission for 2006. Fred Acunto, Chair; Gary Hughes, Vice Chair; Secretary, John Graziano; Treasurer, Mike Stammel.

### Action Taken

The nominating committee moved and seconded the nominations. The motion was approved unanimously.

#### **5. PROPOSED 2006 BUDGET**

Rocky went over some highlights for the proposed 2006 budget. Under revenues, the amounts requested from each county will remain unchanged from 2005. The Contractual Services represents the aggregate amount (\$50,000) of signed or pending contracts with CDTA, CEG, and the Schenectady School District. Revenue from the Combined Sewer Overflow study is expected to be \$35,000: \$15,000 from the EPA and \$20,000 from the State EFC Grant.

For expenses, temporary services were increased to reflect employment of a part time staff person for the entire year, the increase in the office equipment line item reflects the leasing a copier at \$169.00 per month, and the increase in travel is due to the anticipated expenses associated with the requirements of the proposed contract with CEG. Increase were also noted for rent and health insurance.

### Action Taken

David Vincent made a motion to approve the Proposed 2006 budget, and Jayne Regan Harris seconded. The motion was approved unanimously.

#### **6. PROPOSED 2006 MEETING SCHEDULE**

A listing of proposed dates for the 2006 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am with the exception of December.

If it is determined that there is a conflict with the December, 2006 meeting date with Saratoga County, it was suggested that the date be changed at the October 2006 meeting.

### Action Taken

Fred Acunto made a motion to accept the proposed meeting schedule, and Henry Dennis seconded. The motion was approved unanimously.

## CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

### 7. ALBANY COUNTY TEN-YEAR PLAN TO END HOMELESSNESS

In the Fall of 2004 with the endorsement of the Albany County Executive and Albany City Mayor, Executive and Advisory committees were formed that included representatives from the business community, faith based organizations, community groups, homeless and formerly homeless persons and government and non profit service providers. The Committees were charged to prepare a ten Year Plan to End Homelessness in Albany County. Rocky was asked to Chair and to facilitate the monthly meetings of the Executive Committee. CARES, Inc., a not-for-profit agency, provided staff support and coordinated the preparation of the Plan. Financial assistance was provided by the Community Foundation of the Capital Region.

Rocky added that HUD is requiring communities across the country to prepare plans to end homelessness. Schenectady and Rensselaer counties will begin to prepare similar plans during 2006 and Saratoga County is expected to initiate their study toward the end of the year.

Rocky is requesting endorsement from the Board for this Plan.

Fred Acunto inquired if there is a creation for an umbrella plan for all the municipalities or individual plans for each involved. Rocky responded that this project is at the county level. The three other counties will probably prepare similar county level plans. There is the possibility to bring the county plans together as a regional unit once the other counties complete their studies.

Stan Brownell inquired if there is any cost that CDRPC will incur being involved in this plan. Rocky responded that there is no out of pocket expenses or staff responsibilities associated with this project with the exception of the time Rocky serves as Chair for the group.

#### **Action Taken**

Jayne Regan Harris made a motion to endorse the Ten Year Plan to End Homelessness, and Mike Stammel seconded. The motion was accepted unanimously.

### 8. RESPONSE TO RFP TO PREPARE CDRPC'S AUDIT

Rocky reported that CDRPC received four responses to the RFP for auditing CDRPC's books for 2005, 2006 and 2007. The four firms are Edwards, Williams, McManus & Ricciardelli, P.C.; Dorfman-Robbie, CPA's P.C.; Marvin and Company, P.C.; and Pryba, Tobin & Company, P.C.

The A&F Committee met and expressed satisfaction with the services provided by Dorfman-Robbie as our auditor for the last ten years. Even though their bid amount was slightly higher than the others, there were concerns about additional staff costs that may be incurred due to the time necessary to introduce a new firm to CDRPC operations. The

## CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

A&F committee is recommending to the Board that CDRPC continue to secure the services of Dorfman-Robbie for the next three years.

John Graziano mentioned that he supported putting out the RFP to make sure Dorman-Robbie is comparable in price and services with other vendors. John also added that changing accounting firms could add to an increase in workload on the staff, and since he has no issues or complaints with Dorfman-Robbie, John suggested keeping them as CDRPC auditor.

Fred Acunto added that one of the concerns some of the Commissioners expressed was the length of time Dorfman-Robbie has been preparing the audit and there was a need to explore other firms. However, Fred does support staying with Dorfman-Robbie to prepare the 2005, 2006 & 2007 audit.

### **Action Taken**

John Graziano made a motion to accept Dorfman-Robbie as CDRPC Auditor for 2005, 2006 and 2007, and Gary Hughes seconded. The motion was accepted with Mike Stammel voting no.

## **9. PRESENTATION BY REPRESENTATIVES FROM SEABOARD TRADE CENTERS**

Bill Hooten and George Klapischak from Seaboard Trade Centers made a presentation to the Commission to provide background information about Seaboard Trade Centers and to outline the role they may play in conjunction with CDRPC to promote the Foreign Trade Zone program in the region.

Seaboard Trade Centers is an international management, marketing, and consulting company incorporated for the purpose of identifying, developing, and implementing international trade and Foreign Trade Zone strategies. They are interested in entering into an agreement with CDRPC to serve as Administrators of the program. CDRPC would continue the role as Grantee with the Galesi Group and Port of Albany as the Operator.

Fred Acunto inquired if CDRPC's role in this project impacts staff time. Rocky responded that David Lang Wardle currently is responsible for the Foreign Trade Zone Program and will continue to be involved in this project, however there will not be a need for staff increases to accommodate this project.

Fred also inquired if this project will cause problems for Empire Zones. Bill Hooten replied that the Empire Zones is a State Program and Foreign Trade Zones is a federal program and this will not cause problems for the Empire Zones. Rocky added that a possibility also exists that there may be a firm in the Empire Zone that may qualify for Foreign Trade Zone opportunities and create a sub-zone at that location.

## CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

Rocky added that there will be some out of pocket expense including bringing in Michael Hall to make sure the agreement with Seaboard Trade Centers is satisfactory to the Commission.

### Action Taken

David Vincent made a motion to authorize Rocky to enter into the contract negotiations with Seaboard Trade Centers and report back to the A&F Committee, and Jayne Regan Harris seconded. The motion was accepted unanimously.

## 10. BOARD/STAFF RETREAT FOLLOW-UP

On Friday, October 21, there was a Staff/Board Retreat held in the Meeting Room at the Crossings of Colonie. The retreat was facilitated by Jon Allen, a consultant with Performance Matters.

There were two outcomes that were discussed at the retreat. The first one was specific questions asked at the retreat and the responses were provided accordingly and given out in the Commission packet. The second was the proposed Executive Limitation Policies. A draft was prepared for review for feedback.

As a follow up to the retreat, a copy of the proposed Executive Limitation Policies was sent to the Commission on November 1 to give feedback on any issues, concerns or ideas to members of the A&F Committee. The next step will be for the A&F Committee to review the proposed Executive Limitations Policies for consideration of adoption in 2006.

## 11. COMBINED SEWER OVERFLOW LONG TERM CONTROL PLAN UPDATE

Rocky reported there was a kick-off meeting in October and everything is moving forward. The consultants are doing the Needs Assessment and Gap analysis to find out what gaps exist in the database needed to complete the study. Upon the completion of the gap analysis, a meeting will be scheduled with the Advisory Committee to review these gaps, which will serve as a critical component in preparing the Cost Allocation Plan.

The revenue 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 based on a previously approved allocation formula.

The expense categories for Part A of the CSO LTCP project will include consulting services, legal services, administration, and public participation planning. Part A is expected to cost \$255,000, which is in line with revenues by source.

Discussion ensued about signing the contract with the consultants to complete the work associated with Part A. Commission approval is necessary before a contract between CDRPC and the consultants can be signed by the Executive Director.

## CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

### **Action Taken**

David Vincent made a motion to authorize the Chair of CDRPC to sign the consultant contract with approval from the A&F Committee and counsel approval, and Jayne Regan Harris seconded. The motion was accepted unanimously.

### **12. STAFF ACTIVITY REPORT**

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

### **13. OTHER BUSINESS**

There was no other business at this time.

### **14. NEXT MEETING DATE**

The next CDRPC Commission Meeting will be held on January 18, 2006 at 8:30am. The meeting will be held at CDPRC offices.

### **Adjournment**

Fred Acunto made a motion to adjourn the meeting, and Jayne Regan Harris seconded. The motion was approved unanimously.

Respectfully submitted,

Gary Hughes  
Secretary