

# COMMISSION MEETING

**8:30 am, Wednesday, October 18th, 2006**

CDRPC Office  
One Park Place  
Albany, New York  
453-0850

## AGENDA

1. Welcome/Introduction of Guests
2. August 16th, 2006 Meeting Minutes\*
3. Financial Statement through September 30, 2006 (Memo 06-30)\*
4. Proposed Line Item Budget Adjustments (Memo 06-31)\*
5. CEG Memo Of Understanding (Memo 06-32)\*
6. Officers Nominating Committee
7. LTCP - CSO Update (Memo 06-33)\*
8. Fall Board/Staff Retreat (Memo 06-34)
9. Community Design Standards Presentation by Todd Fabozzi (Memo 06-35)
10. Staff Activity Report (Enclosed)
11. Other Business
12. Next Commission Meeting Date (Memo 06-36)

\*Requires Formal Board Action

**Please note that the “Retreat” will immediately follow the regular Board meeting here at CDRPC and last till noon.**

## COMMISSION MEETING

August 16, 2006, 8:30am  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

**PRESENT:** Willard Bruce, Henry Dennis, John Graziano, Jr., Lucille McKnight, Stan Brownell, Jim Shaughnessy, Mike Stammel, Fred Acunto, Philip Barrett, John Murray, Gary Hughes, Barbara Mauro, David Vincent

**ABSENT:** Betty Barnette, Jayne Regan Harris, Judy Breselor, Chris Callaghan, Spencer Hellwig, Raymond Gillen, Michael Petta

**PRESIDING:** Fred Acunto, Chair, called the meeting to order at 8:30am.

#### 1. WELCOME/INTRODUCTION OF GUESTS

Rick Bigham from Dorfman-Robbie, P.C., and Bill Hooton and George Klapischak from Capital District Trade Strategies were in attendance.

#### 2. MAY 17, 2006 MEETING MINUTES

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

##### Action Taken

John Murray made a motion to approve the minutes and Mike Stammel seconded. The motion was approved unanimously.

#### 3. FINANCIAL STATEMENT THROUGH JULY 31, 2006

Rocky reported that this statement reflects the current statements through July 2006. Revenues are at 64% and expenses are at 53%.

The Second half billings have gone out to Albany and Rensselaer Counties as well as the third quarter billings for Saratoga and Schenectady Counties. We have received the 2007 estimated bill from the NYS Retirement System. If paid before December 15, 2006, the amount is \$30,961 and the budgeted amount was for \$37,000.

There is approximately \$144,160 cash in the bank and receivables total just under \$77,000. The larger than usual receivables reflects our quarterly billings to the funding agencies.

John Murray inquired if we will receive all the revenue that is projected. Rocky responded that he does anticipate getting the revenue, with the exception of the \$5,000 from the Aviation Program. This will not be included in the 2007 budget. That amount will be offset by increases in other revenue sources.

**Action Taken**

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

**4. 2005 AUDIT REPORT, PRESENTATION BY DORFMAN-ROBBIE**

A copy of the FY-2005 Audit Report prepared by Dorfman-Robbie Certified Public Accountants, P.C. was sent out prior to the meeting for review.

Rick Bigham, the auditor, went over the Audit Report with the Board. Included in the Audit Report is a management discussion in compliance with the GASB 34 reporting requirements.

Mike Stammel inquired if there was any sampling done in the process of doing the Audit Report. Mr. Bigham replied that yes there was sampling and that it is noted in the report.

Jack Murry asked if there were recommendations made by Dorfman-Robbie and have we used them. Mr. Bigham replied that there were a couple of audit adjustments regarding the CSO project to adjust some of the revenue to deferred revenue. None of the adjustments had a significant impact on CDRPC's financial reporting process.

As noted in the report, there were no disagreements with management during the course of the audit.

**Action Taken**

John Graziano made a motion to approve the 2005 Audit Report and Jack Murray seconded. The motion was approved unanimously.

**5. PROPOSED 2007 PRELIMINARY BUDGET**

Rocky informed the Board that the adoption of the Preliminary Budget will allow us to send out the Commission's request for next year's county contributions. The amount requested from each county will remain unchanged from 2006. A final budget will be prepared for the December Commission meeting.

This Preliminary Budget only represents contracts that are in place at this time for 2007. Rocky does anticipate getting more contracts before the end of the year and throughout the upcoming year. We have a continuing contract with CDTA for GIS services, completion of the Onesquethaw-Coeymans Watershed Study, and the preparation of school enrollment projections for the Shenendehowa School District, all of which are reflected in the budget.

There is a significant increase in the amount listed for CDYCI. The primary reason for that is CDRPC, subject upon approval of the CDYCI board, will take over the responsibility for the direct billing to the counties for the children sent to the facility.

CDRPC has entered into a contract with NYSERDA to provide wind support services to communities in the Capital Region through May 2007 with a likely extension for another year into 2008.

CDRPC will continue to facilitate and coordinate the work associated with the Combined Sewer Overflow project through 2007. There is a separate set of financial records for this project, including the establishment of separate banking accounts. We anticipate receiving \$60,000 during 2007 from this project.

There were projected increases in several of the expense line items such as rent, health insurance and salaries. One item in particular is the increase in Agency Memberships. In the past, CDRPC has been a member of the NARC and Rocky recommended to the Board that we eliminate that and become a member of the National Association of Development Organization (NADO). They have been more proactive in the economic development programs and the water quality programs across the country. The other nine regional councils in New York State have all gone to NADO over the past several years. Their annual dues is \$2000 annually versus \$1000 for NARC.

David Vincent inquired about the increase in staff due to the CSO project. Rocky responded that there may be an increase in staff in 2007 by having our part time staff go full time. Rocky will have a recommendation to the board by end of this year regarding adding another staff person.

#### **Action Taken**

Barbara Mauro made a motion to accept the 2007 Preliminary Budget, and Henry Dennis seconded. The motion was approved unanimously.

#### **6. 604(b) CONTRACT RENEWAL**

CDRPC has received direct funding support from NYS DEC through the 604(b) Water Quality program of the Federal Clean Water Act. Under the current grant, priority has been placed on providing planning support to the counties and municipalities in the implementation of NYS's MS4 Phase II Stormwater Permit Program.

The current grant expires on March 31, 2007 and CDRPC recently submitted a proposal for continued funding support for activities funded under the Section 604(b) program. NYS DEC approved the proposal for a continuation program for a 4 year period from April 1, 2007 through March 31, 2011. The contract is for \$200,000 with 25% match from CDRPC, which will come from existing county contributions.

Rocky is requesting approval from the Board to allow the Commission Chair to sign the State Contract.

### **Action Taken**

David Vincent made a motion to approve the Board Chair to sign the resolution and Jim Shaughnessy seconded. The motion was approved unanimously.

## **7. CEG MEMO OF UNDERSTANDING**

The Center for Economic Growth is requesting that CDRPC enter into a Memorandum of Understanding (MOU) to serve as a regional partner in the effort to advance economic development and competitiveness in Tech Valley and to designate CEG as regional partnership coordinator to administer the regional partnership programs established by the NYS Foundation of Science, Technology and Innovation.

This contract enhances an already working relationship CDRPC has with CEG to advance the economic development of the region by building on each other's strengths.

Rocky is requesting Board approval to allow him to sign the MOU with CEG on behalf of the Commission.

Fred Acunto inquired if Michael Hall has looked over the MOU. Rocky responded that Michael Hall has not looked over the contract.

Barbara Mauro inquired about the confidentiality part of the contract. She expressed concern in particular with item 5 of the contract that states, "The parties will keep this MOU and its contents confidential. Neither party will publicize or issue any press regarding this MOU without the prior written consent of the other party." CDRPC's commission meetings are open meetings with the press being present at some of the meetings. Other Commissioners expressed concern as well.

Barbara also expressed concern with item 9, Nonbinding of the contract. In particular where it states, "Except as to Section 5, nothing in this MOU constitutes a legally binding agreement of either party."

Rocky responded that he has had conversations with CEG regarding these issues because CDRPC is a public organization and there have been reporters at some of the meetings. CEG does not have a problem with CDRPC discussing the MOU at the Commission meeting.

Jack Murray suggested having Michael Hall look over the MOU before the contract is signed. Fred Acunto agreed to let Michael Hall look over the contract before signing and discuss at the next commission meeting.

### **Action Taken**

Jack Murray made a motion to have Michael Hall review the MOU and discuss at the October Commission meeting. Barbara Mauro seconded. The motion was approved unanimously

## **8. FOREIGN TRADE ZONE PROGRAM – ZONE ADMINISTRATION REPORT**

Bill Hooton from Capital District Trade Strategies, Inc. made a presentation to the Board about the recent actions and activities relative to the administration, marketing and development of the FTZ #121. A detailed memo was sent to the Board prior to the meeting listing activities that have taken place along with a proposed revision of the 2001 tariff schedule for the Zone.

Mr. Hooton is requesting Board action to approve a Proposed Revised Tariff for FTZ #121. There are two sections of the tariff. One of which is User Fees which are fees that are charged to those who are in the FTZ and have activated status in using the zone. The second are the application fees for entities that are seeking FTZ status and needing Capital District Trade Strategies' assistance. The application process requires participation of the grantee and there is a set of fees for those applications. The FTZ Board allows the Grantee and Administrator to charge fees that are reasonable for the administration of the program.

Mr. Hooton also informed the Board that Capital District Trade Strategies will be meeting with NYSERDA to discuss five sites within Saratoga County that would like to be included in the FTZ expansion. That would represent a cost of \$3,000 per site since it would be included in a single major zone expansion application.

Fred Acunto inquired how the fees compare to other zones. Mr. Hooton replied that CDTS did a survey of seven FTZ's and the average fees are between \$7,000 - \$50,000.

John Graziano asked how this would affect the existing groups. The two existing groups, Organichem and the Galesi Group, will be grandfathered in with an incremental increase over a period of time to get them up to the new schedule. Mr. Hooton has had discussions with both groups.

### **Action Taken**

Mike Stammel made a motion to approve the tariffs, and Bill Bruce seconded. The motion was approved unanimously.

## **9. FALL BOARD/STAFF RETREAT**

The Fall Board/Staff Retreat has been scheduled for Wednesday, October 18, 2006 at 10:00am at CDRPC immediately following the regular Board meeting. Jon Allen, from Performance Standards, Inc. will facilitate the retreat.

A Self Evaluation form will be sent to the Board members prior to the meeting to indicate interests and concerns. The results of the evaluation will be reviewed and presented to the Board by Jon as part of the retreat.

**10. LTCP – CSO UPDATE**

A status report of the Albany Pool Phase I Long Term Control Plan (LTCP) was sent to the Board prior to the meeting. The Public Participation Plan has been presented to and approved by the Technical Advisory Committee. It was also submitted and approved by NYS DEC.

The preliminary scope of work for Part B has been presented to the Technical Committee. A workshop will be held at the next meeting of the Technical Advisory Committee on September 7<sup>th</sup>, outlining alternative cost allocation methods to complete Part B of the LTCP. The scope of work came in at \$4.6million for consultant fees, not including the in-kind match of which the state will contribute \$2 million leaving the communities responsible for \$2.6 million.

Jack Murray inquired about the community's reaction to the costs. Rocky responded that the communities are not pleased because they are all under financial hardship. However, they are under a Federal requirement to do this plan to address CSO's. There are contingencies in the contract in an attempt to minimize costs.

**11. UPDATE ON WORK PROGRAM/STAFF ACTIVITY REPORT**

The staff activity report was distributed before the meeting. There was no discussion.

**12. OTHER BUSINESS**

Rocky informed the Board that the petty cash box was stolen from our office. There was approximately \$70.00 along with all of the receipts in the box. Other businesses within the building have also reported money stolen. A police report was filed and Picotte Companies are looking into it.

Dave Vincent inquired about the presentation of the Green Island Power Authority and if the proposal was denied. The proposal was denied, however it is being appealed so the process is not over yet.

Lucille McKnight asked if CARES has posted their information to end homelessness online. Rocky has informed them to put that information on the individual county plans to end homelessness and also to have it on their website as well.

**13. NEXT COMMISSION MEETING DATE**

The next scheduled Commission meeting is October 18, 2006 at 8:30am followed by the Board Retreat at 10:00am.

**14. ADJOURNMENT**

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

Respectfully submitted,  
John Graziano,  
Secretary



## MEMORANDUM (#06-30)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** October 10, 2006  
**Re:** Monthly Financial Statement

---

Enclosed for your review and approval are the current financial statements through September 2006.

Both revenues and expenses continue to track as projected. With three fourths of the budget year completed, revenues are at 77.5% of the approved budget while expenses are at 68.1%. Third quarter billings have been prepared and sent to the contracting entities.

As noted on the Statement of Financial Condition, we have approximately \$95,400 cash in the bank, including the Certificates of Deposit, and outstanding receivables totaling \$134,000. The larger than usual receivables reflect our recent quarterly billings to the funding agencies.

Board action is requested to approve the financial statements

**CDRPC 2006 Income Statement**

<b>Account</b>	<b>Budget</b>	<b>Jul 06</b>	<b>Aug 06</b>	<b>Sep 06</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>YTD %</b>
<b>2006 REVENUE</b>							
R2390.1 Albany County	\$ 84,663.00	\$ 42,331.50	\$ -	\$ -	\$ 84,663.00	\$ -	100.0%
R2390.2 Rensselaer County	43,842.00	21,921.00	-	-	43,842.00	-	100.0%
R2390.3 Saratoga County	57,666.00	14,416.50	-	-	43,249.50	14,416.50	75.0%
R2390.4 Schenectady County	42,123.00	10,530.75	-	-	31,592.25	10,530.75	75.0%
R2401.0 Interest & Earnings	1,200.00	101.44	202.17	131.96	1,430.30	(230.30)	119.2%
R2770.1 Miscellaneous	500.00	-	-	-	-	500.00	0.0%
R2770.3 Contractual Services	50,000.00	-	-	3,000.00	20,668.31	29,331.69	41.3%
R2770.4 FTZ#121	11,500.00	-	-	-	-	11,500.00	0.0%
R2770.5 Conferences	5,000.00	-	-	-	52.00	4,948.00	1.0%
R2770.6 CDYCI	35,000.00	-	-	8,750.00	26,250.00	8,750.00	75.0%
R3900.3 Empire State Dev.	7,000.00	-	-	-	8,996.70	(1,996.70)	128.5%
R3900.4 Other NYS Aid (NYSERDA)	-	-	-	3,355.48	5,361.85	(5,361.85)	
R3900.6 EFC CSO Grant	20,000.00	-	-	9,261.64	11,098.47	8,901.53	55.5%
R4000.1 Fed. Reg. Aviation	5,000.00	-	-	-	-	5,000.00	0.0%
R4000.2 EDA	52,000.00	-	-	8,815.09	34,815.09	17,184.91	67.0%
R4000.3 Water Quality	47,000.00	-	-	8,928.86	36,549.71	10,450.29	77.8%
R4000.4 UPWP	85,000.00	-	-	28,294.64	67,973.64	17,026.36	80.0%
R4000.5 Other Federal Aid (HUD)	10,000.00	-	-	1,367.61	6,980.06	3,019.94	69.8%
R4000.6 EPA CSO Grant	15,000.00	-	-	-	20,000.00	(5,000.00)	133.3%
<b>Gross Revenue</b>	<b>\$ 572,494.00</b>	<b>\$ 89,301.19</b>	<b>\$ 202.17</b>	<b>\$ 71,905.28</b>	<b>\$ 443,522.88</b>	<b>\$ 128,971.12</b>	<b>77.5%</b>
<b>2006 EXPENSE</b>							
E.1010 Salaries	\$ 303,500.00	\$ 25,270.34	\$ 25,270.34	\$ 25,270.34	\$ 227,433.06	\$ 76,066.94	74.9%
E.1030 Temporary Services	15,000.00	1,611.50	1,551.00	951.50	9,504.00	5,496.00	63.4%
E.2010 Office Equipment	4,000.00	169.00	169.00	169.00	1,521.00	2,479.00	38.0%
E.2020 Furniture & Furnishings	2,000.00	-	-	-	-	2,000.00	0.0%
E.4020 Workshops & Conferences	5,000.00	-	-	-	-	5,000.00	0.0%
E.4030 Consultant Services	7,500.00	1,317.50	-	1,905.00	7,482.70	17.30	99.8%
E.4040 Agency Memberships	3,500.00	-	-	1,000.00	3,035.00	465.00	86.7%
E.4051 Computer Supplies/Software	4,000.00	-	175.52	-	3,730.29	269.71	93.3%
E.4055 Data Purchases	500.00	-	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	1,500.00	-	216.00	-	864.00	636.00	57.6%
E.4070 Office Supplies	3,000.00	111.73	38.85	130.05	1,540.67	1,459.33	51.4%
E.4080 Books & Journals	800.00	-	-	101.40	307.40	492.60	38.4%
E.4090 Printing & Publishing	7,000.00	506.31	-	579.79	2,580.47	4,419.53	36.9%
E.4110 Rent	62,000.00	4,871.50	4,871.50	5,240.95	48,958.16	13,041.84	79.0%
E.4120 Telephone	3,000.00	238.68	250.29	255.78	2,156.30	843.70	71.9%
E.4121 Internet	3,000.00	224.80	224.80	224.80	1,994.34	1,005.66	66.5%
E.4130 Travel	11,000.00	30.00	1,992.42	1,207.85	4,235.09	6,764.91	38.5%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	2,800.00	107.00	-	328.82	1,503.22	1,296.78	53.7%
E.4160 Miscellaneous	394.00	35.00	108.50	104.67	464.17	(70.17)	117.8%
E.4170 Payroll Services	1,300.00	91.60	110.90	102.90	821.40	478.60	63.2%
E.4190 Contingent Fund	3,000.00	-	200.00	-	200.00	2,800.00	6.7%
E.4200 Insurance-General	1,500.00	-	-	-	1,194.53	305.47	79.6%
E.8010 NYS Retirement	37,000.00	-	-	-	-	37,000.00	0.0%
E.8030 FICA	24,200.00	2,056.46	2,051.83	2,005.97	18,125.67	6,074.33	74.9%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,937.95	562.05	77.5%
E.8050 Ins.-Health	60,000.00	4,921.71	4,926.13	4,926.13	48,617.81	11,382.19	81.0%
E.8060 Ins.-Unemployment	1,400.00	37.05	22.48	-	1,101.02	298.98	78.6%
E.8070 Prof. Memberships	800.00	-	-	-	570.00	230.00	71.3%
E.8080 Continuing Education	800.00	-	-	-	-	800.00	0.0%
<b>Gross Expenses</b>	<b>\$ 572,494.00</b>	<b>\$ 41,600.18</b>	<b>\$ 42,179.56</b>	<b>\$ 44,504.95</b>	<b>\$ 389,878.25</b>	<b>\$ 182,615.75</b>	<b>68.1%</b>
<b>Net Operating Income</b>	<b>\$ -</b>	<b>\$ 47,701.01</b>	<b>\$ (41,977.39)</b>	<b>\$ 27,400.33</b>	<b>\$ 53,644.63</b>		
A909 Fund Balance-Unreserved	-	-	-	-	-		
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 47,701.01</b>	<b>\$ (41,977.39)</b>	<b>\$ 27,400.33</b>	<b>\$ 53,644.63</b>		

# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

September 30, 2006

#### Assets

Cash — Checking	\$	15,715.94
Cash — Money Market		19,710.32
Cash — PayPal Account		86.18
Cash — Certificates of Deposit		60,000.00
Petty Cash		200.00
Due from Private Persons/Organizations		11,837.75
Due from State & Federal Governments		105,628.51
Due from Other Governments		16,600.00
Prepaid Expenses		96.99
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>229,875.69</u>
Expenses — Year-to-Date		<u>389,878.25</u>

**Total** \$ 619,753.94

#### Liabilities & Fund Balance

Due to Other Governments	\$	(74.18)
Due to Private Persons/Organizations		16,600.00
Deferred Project Revenue		4,184.91
Fund Balance — Restricted		-
Fund Balance — Unrestricted		155,520.33
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	<u>176,231.06</u>
Revenue — Year-to-Date		<u>443,522.88</u>

**Total** \$ 619,753.94

## MEMORANDUM (#05-31)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** October 10, 2006  
**Re:** Proposed Line Item Adjustments

---

Enclosed for your review and approval are proposed line item adjustments to the 2006 budget.

Under Revenue, the recommendation is to revise the budget to reflect monies we are receiving from NYSERDA associated with our wind energy activities. The \$6000 increase in revenue from NYSERDA would be offset by the elimination of the \$5000 we budgeted for Aviation Planning activities and a reduction of anticipated revenue for technical services to CARES for the Homeless Management Information System by \$1000.

Under expenses, the recommendation is to transfer \$1500 from Furniture and Furnishings in order to increase the Office Equipment line item by \$1000 and Miscellaneous by \$500. The increase in Office Equipment is necessary for the purchase of a new computer/work station for Todd. His computer, which is six years old, has maxed out (80 GB). The new computer (Dell) is costing \$2600. This is the state contract price which, in this case, is a better deal than Dell is offering outside the state contract. The purchase price is higher than a typical office computer since the new computer has the necessary additional capacity for the storage and operation of the GIS work and an enhanced graphics card to accommodate 3-D imaging, which is going to be the norm in the next year or so for GIS mapping work. The cost does not include a new monitor since the existing screen does not need to be replaced.

The requested transfers will have no net impact on budget revenues and expenditures since it only involves the transfer/adjustment of funds from one account to the other.

Board action is requested to approve the proposed line item adjustments.

### CDRPC 2006 Proposed Revised Budget

Account	2006 Budget	2006 Revised Budget	
		Amount	Change
<b>REVENUE</b>			
R2390.1 Albany County	\$ 84,663.00	\$ 84,663.00	\$ -
R2390.2 Rensselaer County	43,842.00	43,842.00	-
R2390.3 Saratoga County	57,666.00	57,666.00	-
R2390.4 Schenectady County	42,123.00	42,123.00	-
R2401.0 Interest & Earnings	1,200.00	1,200.00	-
R2770.1 Miscellaneous	500.00	500.00	-
R2770.3 Contractual Services	50,000.00	50,000.00	-
R2770.4 FTZ#121	11,500.00	11,500.00	-
R2770.5 Conferences	5,000.00	5,000.00	-
R2770.6 CDYCI	35,000.00	35,000.00	-
R3900.3 Empire State Dev.	7,000.00	7,000.00	-
R3900.4 Other NYS Aid (NYSERDA)	-	6,000.00	6,000.00
R3900.6 EFC CSO Grant	20,000.00	20,000.00	-
R4000.1 Fed. Reg. Aviation	5,000.00	-	(5,000.00)
R4000.2 EDA	52,000.00	52,000.00	-
R4000.3 Water Quality	47,000.00	47,000.00	-
R4000.4 UPWP	85,000.00	85,000.00	-
R4000.5 Other Federal Aid (HUD)	10,000.00	9,000.00	(1,000.00)
R4000.6 EPA CSO Grant	15,000.00	15,000.00	-
<b>Gross Revenue</b>	\$ 572,494.00	\$ 572,494.00	\$ -
<b>EXPENSE</b>			
E.1010 Salaries	\$ 303,500.00	\$ 303,500.00	\$ -
E.1030 Temporary Services	15,000.00	15,000.00	-
E.2010 Office Equipment	4,000.00	5,000.00	1,000.00
E.2020 Furniture & Furnishings	2,000.00	500.00	(1,500.00)
E.4020 Workshops & Conferences	5,000.00	5,000.00	-
E.4030 Consultant Services	7,500.00	7,500.00	-
E.4040 Agency Memberships	3,500.00	3,500.00	-
E.4051 Computer Supplies/Software	4,000.00	4,000.00	-
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	1,500.00	1,500.00	-
E.4070 Office Supplies	3,000.00	3,000.00	-
E.4080 Books & Journals	800.00	800.00	-
E.4090 Printing & Publishing	7,000.00	7,000.00	-
E.4110 Rent	62,000.00	62,000.00	-
E.4120 Telephone	3,000.00	3,000.00	-
E.4121 Internet	3,000.00	3,000.00	-
E.4130 Travel	11,000.00	11,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	2,800.00	2,800.00	-
E.4160 Miscellaneous	394.00	894.00	500.00
E.4170 Payroll Services	1,300.00	1,300.00	-
E.4190 Contingent Fund	3,000.00	3,000.00	-
E.4200 Insurance-General	1,500.00	1,500.00	-
E.8010 NYS Retirement	37,000.00	37,000.00	-
E.8030 FICA	24,200.00	24,200.00	-
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	60,000.00	60,000.00	-
E.8060 Ins.-Unemployment	1,400.00	1,400.00	-
E.8070 Prof. Memberships	800.00	800.00	-
E.8080 Continuing Education	800.00	800.00	-
<b>Gross Expenses</b>	\$ 572,494.00	\$ 572,494.00	\$ -
<b>Net Operating Income</b>	\$ -	\$ -	\$ -
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	-	-	-
<b>Net Income</b>	\$ -	\$ -	\$ -

## MEMORANDUM (#06-32)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** October 10, 2006  
**Re:** CEG Memo of Understanding

---

The Center for Economic Growth is requesting that CDRPC, along with other organizations, agree and enter into a Memorandum of Understanding (MOU), to serve as a regional partner in the effort to advance economic development and competitiveness in Tech Valley and to designate the Center for Economic Growth (CEG) as “regional partnership coordinator” to administer the regional partnership programs established by the New York State Foundation for Science, Technology and Innovation.

Per the request made at the last Board meeting, I spoke to our Attorney, Michael Hall, about the two Board concerns regarding the proposed MOU, **Sections 5 and 9**. Based upon his review of the MOU, he had the following comments.

Though there may be a preference to remove **Section 5 Confidentiality** from the Agreement, there is no legal concern to keep it in since the paragraph states that there would not be a breach of the paragraph by disclosing confidential information in compliance with “applicable laws, subpoena or court order”.

Mike recommended the following two changes to the agreement, both in **Section 5 Confidentiality**:

1. Add the phrase “*pursuant to this paragraph*” at the end of the first sentence, and
2. At the fifth line up from the end of Section 5, take out the word “and” and replace with “or” to read as follows: “*The receiving party will not be in breach of this paragraph by disclosing confidential information in compliance with his paragraph or any applicable law, subpoena or court order*”.

Regarding **Section 9 Nonbinding**, since this is not a formal contract outlining specific responsibilities, it really is not an issue. The MOU outlines general requirements and activities, but there is no formal obligation to do anything.

From a legal perspective, Mike states it is okay to sign the MOU with the modifications suggested. He will be available at the Commission meeting to respond to any follow up questions you may have.

Board action is requested to allow the Executive Director to sign the MOU as modified.



**CENTER FOR ECONOMIC GROWTH**  
anything's possible™

63 State Street  
Albany, New York 12207  
ph 518.465.8975 fx 518.465.6681

May 17, 2006

Mr. Rocco A. Ferraro, AICP  
Executive Director  
Capital District Regional Planning Commission  
One Park Place - Suite 102  
Albany, NY 12205

**Re: Memo of Understanding (MOU)  
NYS Foundation for Science, Technology and Innovation Regional Partnership**

Dear Rocky:

This memorandum of understanding sets forth certain understandings between the Center for Economic Growth, Inc. ("CEG") and potential partner organizations with respect to the development of a regional partnership to advance economic development in Tech Valley pursuant to the regional partnership program to be established by the NYS Foundation for Science, Technology and Innovation:

1. **CEG Activities. The CEG:**

- is a regional, membership-based not-for-profit economic development organization
- develops and directs global industry attraction efforts for Tech Valley through existing partnerships with business, government, academia, economic development and scientific communities;
- has successfully partnered for more than 10 years with other regional business groups, planning organizations and local government representatives to prepare the region for technology-based economic growth;
- has developed programs and expertise in manufacturing and technology business acceleration as a NYSTAR-designated Technology Development Organization that are deployed to assist companies and technologists in Tech Valley; and
- has an extensive network that extends into regional and national academic, business, government and scientific communities.

2. **Partner Activities. Regional Partners may:**

- have significant research activities in technology areas;
- have significant educational programs designed to support technology commercialization and business development;
- engage in local economic development efforts to attract new investment;
- engage in venture capital and commercial lending activities;
- actively address workforce development, sustainability and preparation efforts;

**anything's possible**



2. **Partner Activities. Regional Partners may (Continued):**

- represent private industry concerns whose growth benefits the regional economy;
- have extensive academic, industry, and government networks that can support research and commercial development of target technologies; and
- have an interest in supporting collaborations between researchers, students, and commercial partners and fostering opportunities for technology commercialization.

3. **Scope of Participation by Regional partners.** The CEG seeks to access the guidance, expertise, and technical resources of regional partners as appropriate to help secure regional partnership certification from the NYS Foundation for Science, Technology and Innovation, secure the partnership's designation as the regional coordinator for the program, and develop and implement a "regional economic development strategy" for the growth of Tech Valley by:

- serving as a designated member of the regional partnership providing specific contributions to the partnership efforts;
- identifying and accessing expertise, personnel, and resources of the partner organizations;
- identifying and introducing relevant potential government, industry, and academic partners for global attraction efforts;
- identifying potential funding, service, and technology partners for technology attraction and technology acceleration initiatives;
- identifying start-up client companies, research organizations, technologists, government agencies, and other entities that would potentially participate in the partnership program or seek services from partner organizations;
- providing technology and business evaluation assistance;
- providing technology and business development services; and
- participating on projects and in funding opportunities identified by the CEG.

4. **Scope of Participation by CEG.** Regional partners may seek the guidance, expertise, and/or services of the CEG as appropriate opportunities arise in conjunction with its business activities related to the regional partnership by:

- identifying companies for potential research collaborations with students and faculty at regional academic institutions;
- promoting business growth through technology commercialization and production;
- providing business acceleration services, space and infrastructure for high potential emerging and start-up companies;
- identifying and accessing expertise, personnel and resources, including mentoring;
- identifying an implementing process improvement and technology development programs
- identifying potential funding, service, and technology partners;
- providing technology and business evaluation assistance;
- providing technology and business development services; and
- participating in projects and in funding opportunities identified by partner organizations.

5. **Confidentiality.** The parties will keep this MOU and its contents confidential. Neither party will publicize or issue any press release regarding this MOU without the prior written consent of the other party. Neither party shall use any Confidential Information (defined below) of the other party for any purpose other than for internally evaluating further dealings between the parties. The receiving party shall keep confidential and not disclose to any person or entity any Confidential Information of the disclosing party. The receiving party shall limit the disclosure and dissemination of the Confidential

anything's possible

5. **Confidentiality (Continued)**.

Information of the disclosing party to the receiving party's employees and directors (to the extent applicable) who have a need to know for the purposes of this MOU and who have agreed to maintain that Confidential Information in confidence. Confidential Information will not include information that is or becomes available to the general public through no breach of this paragraph, information that was previously known by the receiving party without any obligation to hold it in confidence, information that the receiving party receives from a third party who is free to disclose that information, information that the receiving party develops independently without using the Confidential Information of the disclosing party, and information that the disclosing party approves for release in writing. If the receiving party is required by law, government regulation, subpoena or court order to disclose any of the Confidential Information of the disclosing party, the receiving party will give prior written notice of the proposed disclosure to the disclosing party. The disclosing party will be entitled to take those actions it deems necessary or appropriate, including seeking to prevent the disclosure of its Confidential Information. The receiving party will not be in breach of this paragraph by disclosing Confidential Information in compliance with this paragraph and any applicable law, subpoena or court order. "Confidential Information" means (i) all documents and other records a party marks "confidential" in connection with its disclosure to the other party and (ii) all verbal information a party designates to the other party as being confidential at the time of or promptly after the verbal disclosure. This Section 4 shall survive the termination of this MOU for any reason.

6. **Term and Termination**. Once executed by the parties, the term of this MOU shall continue until it is terminated by any party for any reason, upon notice to the other parties.

7. **Governing Law**. This MOU shall be governed exclusively by the laws of the State of New York, excluding its conflict of laws principles. Any claim or action arising or relating to this MOU shall be commenced and heard exclusively in the state and/or federal courts for the County of Albany, New York and the parties consent and submit to the jurisdiction and venue of those courts.

8. **Limitations, Exclusive Remedies**. Except in the case of willful misconduct, gross negligence or with regard to the violation of the "Confidentiality" provisions set forth above, none of the parties shall be liable to any other or any other person or company for any special, indirect, incidental or consequential damages of any kind or nature relating to this MOU or a breach of this MOU, regardless of the theory of recovery, including lost revenues, profits and opportunities, even if the party has been advised of the possibility of those damages. This MOU contains the exclusive remedies of the parties for all claims relating to this MOU or a breach thereof, regardless of the theory of recovery.

9. **Nonbinding**. Except as to Section 5, nothing in this MOU constitutes a legally binding agreement of either party. The terms, conditions, remuneration, compensation, scope of work, responsibilities, etc., if any, of each party in any such project participation, collaboration, will be negotiated at the time of the opportunity and will be based on the availability, resources, expertise, responsibilities, etc., if any, that each party may contribute. Although it is intended that the parties will act in good faith in any such negotiations, the parties are under no obligation to do so.

10. **Counterparts and Facsimile**. This MOU may be executed in one or more counterparts and transmitted via facsimile, each of which shall be an original, but all such counterparts shall together constitute but one and the same instrument.

If acceptable, please sign in the space provided below. I welcome the opportunity to more fully develop future operations with your involvement and look forward to working with you in the future.

Very truly yours,

Kelly A. Lovell  
President and CEO  
Center for Economic Growth

AGREED AND ACCEPTED:

By: \_\_\_\_\_  
Name: Rocco A. Ferraro, AICP  
Title: Executive Director  
Company: Capital District Regional Planning Commission

**anything's possible**

## MEMORANDUM (#06-33)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2006

**Re:** Long Term Control Plan – Combined Sewer Overflow Study

---

The following is a status report of the Albany Pool Phase I Long Term Control Plan (LTCP). Considerable progress continues to be made on Part A of the contract, which is nearing completion.

The consultant team presented the proposed Scope of Work to the Technical Advisory Committee to prepare Part B of the LTCP. Based on their comments and feedback, a final draft is being prepared for submittal to NYS DEC and the US EPA.

A cost allocation plan to pay for the preparation of the LTCP has also been approved by the Technical Advisory Committee. The methodology applies both population and impervious surface area to determine the percentage cost of each community cost to prepare the LTCP.

Though not final pending the approval of the Scope of Work by DEC and the EPA, the estimated cost to prepare the LTCP, excluding the in-kind match, is \$4.9 million. This includes an estimated fee of \$300,000 to CDRPC to coordinate and facilitate the preparation of the plan among the six communities for the three year period beginning January 1, 2007. The state has already provided \$2 million toward the cost of the study. That leaves the communities responsible for \$2.9 million of the cost. The communities, through CDRPC, will be applying for an additional grant of approximately \$900,000 from the State through the Round 9 Water Quality Improvement Program to help defray some of the costs.

Commission approval is being sought for CDRPC to apply for the Round 9 grant money. There is no match or financial obligation to CDRPC in applying for the grant.

## MEMORANDUM (#06-34)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2006

**Re:** Fall Board/Staff Retreat

---

As a reminder, the Fall Board/Staff "Retreat" has been scheduled for today immediately following the regular Board meeting and will last till Noon. Attached is the agenda schedule. Among other items, Jon Allen who has been hired to facilitate the discussion, will review and discuss the results of the satisfaction survey distributed to the County Executives and County Planning Departments along with the Board self evaluation survey.

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

**Planning Retreat Agenda  
October 18, 2006**

<b>10:00 AM</b>	<b>Introductions and Objectives</b>	<b>Rocky/Jon</b>
<b>10:05 AM</b>	<b>Progress Report against Strategic Plan</b>	<b>Rocky</b>
<b>10:15 AM</b>	<b>Review of Satisfaction Survey Results</b>	<b>Jon</b>
<b>10:30 AM</b>	<b>Effective Board Practices</b>	<b>Jon</b>
<b>10:45 AM</b>	<b>Review and discuss results from Board Self Evaluation Survey</b>	<b>Jon</b>
<b>11:00 AM</b>	<b>Breakout Groups on Board Practices</b>	<b>Group</b>
<b>11:30 AM</b>	<b>Breakout Group Reporting</b>	<b>Group</b>
<b>11:45 AM</b>	<b>Next Steps for Staff and Commission</b>	<b>Jon/Rocky</b>
<b>12 Noon</b>	<b>Lunch and Adjourn</b>	

## MEMORANDUM (#06-35)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2006

**Re:** Case Studies – “New Centers”

---

As all of you are aware, CDRPC recently signed a contractual agreement with CEG to analyze the fiscal impact of alternative population growth scenarios in the region. The work is part of a collaborative effort involving CEG, CDRPC, the Capital District Transportation Committee (CDTC) and the University at Albany Department of Geography and Planning.

Part of the study included visitations by members of the team to other metropolitan areas in the United States to investigate how they accommodated growth in their regions. In August, Todd visited two regions, Portland, Oregon and Denver, Colorado. His investigation included visits to several new development sites that had utilized traditional urban design techniques to create new walkable, mixed-use centers.

Todd will make a presentation that will provide a visual understanding of how traditional urban design techniques are being applied to implement regional smart growth development goals.

# ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

## **STAFF ACTIVITY REPORT August 7, 2006 to October 8, 2006**

### **A. ADMINISTRATION**

1. The 2006 Q3 billings are being prepared for the CSO project, Water Quality, Transportation, HMIS, EDA, and Wind Energy projects.
2. A Proposed Indirect Cost Allocation Schedule was prepared based on the 2005 audited financial records and was approved by CDRPC's accountant.
3. Work has been initiated on the 2005 CDRPC Annual Report.

### **B. REGIONAL PLANNING**

#### **INFORMATION SYSTEM AND DATA SERVICES:**

1. The staff responded to approximately 125 data requests during the reporting period. In addition, CDRPC's Web site had 18,337 visitors in August 2006, a 21.4% increase from August 2005, and 18,621 visitors in September 2006, a 25.3% increase from September 2005.
2. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
3. The staff continues to process, analyze, and disseminate Census data and data released by the U.S. and N.Y.S. Departments of Labor. Information is posted on the web site on an ongoing basis, including, most recently, the 2005 Census population estimates for municipalities and the 2005 Census components of population change for counties. Also, a number of queries have occurred since the Census Bureau's release of the 2005 American Community Survey for areas with population of greater than 65,000 persons.

#### **COMPREHENSIVE PLANNING AND TECHNICAL ASSISTANCE**

1. The Staff has continued work on the 604b water quality program. Staff continues to participate in county water quality coordinating committee activities, MS4 committee activities, and to provide technical support to the counties and local communities. Staff is also assisting NYSDEC in reviewing the MS4 annual reports submitted by each of the communities.
2. CDRPC is sponsoring a local government planning and zoning workshop on November 1 at HVCC. Topics will include Planning and Zoning Board Overviews, Wind Energy Planning and SEQR, and Stormwater Code Enforcement Training.



## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

3. As part of the 604b program, CDRPC is coordinating a four-county public service announcement campaign on stormwater issues, initially focusing on billboards. The initial billboards went up on September 25. An intermunicipal agreement has been signed. CDRPC is collecting the money from the counties and is paying for the contract with the billboard company.
4. Staff has been working on the Onesquethaw-Coeymans Watershed report, which is being funded by a grant received by the Onesquethaw-Coeymans Watershed Council.
5. Staff continues to work with the Combined Sewer Overflow technical advisory committee, which consists of representatives from the Albany Water Board, the cities of Cohoes, Rensselaer, Troy and Watervliet, and the Village of Green Island, as well as the Albany and Rensselaer county sewer districts. See Memo 06-33 for the most recent update of activities.
6. The staff continues to participate on CDTC's Planning Committee and the Quality Region Initiative Taskforce.
7. Staff is working with CDTC in the preparation of a Regional Transportation Survey in the four counties to identify existing and future transportation needs and opportunities for sharing vehicles among service providers. The survey instrument has been completed and will be distributed within the next month or so.
8. Staff has been participating on the Saratoga Springs Downtown Transportation Plan Advisory Committee, the Harriman Campus Area Linkage Plan and the Town of Bethlehem Rt. 9W Corridor Plan. These studies are funded through the CDTC Linkage program.
9. Staff has been participating on the South End Albany Master Plan Advisory Committee.
10. Staff provided assistance to the Town of Bethlehem for their multi-day New Scotland Road planning charrette.
11. Staff has been working on several case study projects as part of the CEG Fiscal Impacts of Alternative Futures report. As part of this effort, staff visited the Portland, Oregon and Denver, Colorado regions. In addition, CDRPC is coordinating the project and working with the University at Albany regarding the interviews they are conducting with service providers. The study is being financed with a grant from CEG.
12. CDRPC is working with CDTC in conducting adjacent property owner and trail user surveys of the Zim-Smith Trail, the Uncle Sam Bikeway, and the Mohawk Hudson Bike Hike Trail. CDRPC has begun a review and analysis of the residential property owner survey results. The trail user survey is currently underway. The effort is part of the our UPWP contract with CDTC.
13. Commission staff has continued to work on the TAZ-level employment projections for CDTC, using Census Bureau, Bureau of Labor Statistics, and NYS Dept. of Labor data.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

14. CDRPC, along with the other regional councils in New York State, has entered into an agreement with NYSERDA to provide land use planning assistance to local communities in the Capital District dealing with wind energy development issues. As an initial step, a survey had been sent to each of the communities in the four counties to gauge their interest and concern about wind energy development activity in their community. 33 communities responded to the survey. There will be follow up contact with those communities expressing an interest in wind energy issues in their community.
15. Staff has completed a set of enrollment projections for the Berlin School District and is beginning work on projections for Shenendehowa and Ballston Spa School Districts. Averill Park school District has contacted CDRPC requesting enrollment projections.

### **HUMAN RESOURCES & CRIMINAL JUSTICE**

1. The Juvenile Detention facility utilization rate was 83.9% in August 2006, and 89.0% in September 2006.
2. The 2005 Compilation and Reconciliation reports have been completed and approved by the CDYCI Board, and the refund checks sent out to the user counties.
3. Discussions are continuing re: the County Agreements that outline the responsibilities of the Contractor (CDYCI) and the counties referring individuals to the facility.
4. New billing and collection procedures are being established as part of CDYCI's agreement with Berkshire Farm.
5. Staff are members of the Executive Committee of both the Albany County and Rensselaer County Committees to End Homelessness and continue to be an active participant of these studies under the direction of CARES. Staff has continued to provide support to CARES to monitor the four-county Homeless Management Information System data base.

### **ECONOMIC DEVELOPMENT**

1. Data files continue to be updated and spreadsheets prepared on a monthly basis for public distribution, including Employment/Unemployment and CPI/PPI data. In addition, CDRPC continually maintains and enhances its Web site on an ongoing basis to include new and updated materials as they are prepared.
2. The July/August 2006 issue of *Capital District Data* with 2004 Capital Region Municipal & School Finances, and 2005 Census Population Estimates for municipalities was prepared and published and posted online.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

### **C. MEETINGS AND CONTACTS**

- 8/5 – 8/10/06 Fabozzi: Portland, Oregon case study trip.
- 8/8/06 Ferraro & Engstrom: CSO LTCP Technical Committee meeting at CDTC.
- 8/8/06 Engstrom & Shannon: Town of Knox wind energy hearing at Town Hall.
- 8/9/06 Engstrom: Rensselaer County MS4 Consortium meeting
- 8/10/06 Ferraro: Rensselaer County 10 Year Plan to End Homelessness Advisory Committee meeting.
- 8/15/06 Ferraro: CDTC Bike & Pedestrian Task Force meeting.
- 8/21/06 Ferraro: ECOS meeting to discuss 2007 Planning conference at Union College.
- 8/21 – 8/26/06 Fabozzi: Denver, Colorado case study trip.
- 8/22/06 Engstrom: Meeting with Berlin Central School District officials regarding projections.
- 8/29/06 Ferraro: Educational Television Station (Time Warner- Colonie) to discuss Growth Trends.
- 8/31/06 Fabozzi: Town of Bethlehem New Scotland Rd. visioning exercise.
- 9/6/06 Engstrom: Presentation of enrollment projections to Berlin School District.
- 9/12/06 Ferraro: Regional Development Coordinating Council meeting.
- 9/13/06 Fabozzi: Schenectady County Water Quality Coordinating Committee meeting, Glenville.
- 9/14/06 Fabozzi: NYS GIS Coordinating Body meeting, Albany.
- 9/14/06 Engstrom: Saratoga County Water Quality Coordinating Committee meeting, Ballston Spa.
- 9/15/06 Fabozzi: “New Centers” Presentation at the Town of Bethlehem New Scotland Rd. planning charrette.
- 9/18/06 Fabozzi: Downtown Saratoga Springs Linkage Plan Advisory meeting.
- 9/18/06 Ferraro: NYSARC Executive Directors meeting in Syracuse
- 9/19/06 Fabozzi: Albany South End walking tour.
- 9/20/06 Ferraro: Regional Transportation Coordinating Committee meeting.

## ***CAPITAL DISTRICT REGIONAL PLANNING COMMISSION***

- 9/21/06 Engstrom: Albany County MS4 Consortium meeting.
- 9/22/06 Fabozzi: Albany County Water Quality Coordinating Committee meeting, Voorheesville.
- 9/22/06 Ferraro: ECOS meeting to discuss 2007 Planning conference at Union College.
- 9/25/06 Ferraro: NYS DEC Water Management Advisory Committee meeting.
- 9/26/06 Ferraro & Engstrom: CSO LTCP community representative meeting at CDRPC.
- 9/27/06 Fabozzi & Ferraro: CDTC Quality Region Taskforce meeting (New Centers Presentation).
- 9/27/06 Ferraro: Albany County 10 Year Plan to End Homelessness Executive Committee meeting.
- 9/28/06 Fabozzi: Harriman Campus Linkage Study meeting.
- 9/28/06 Ferraro & Engstrom: CSO LTCP Technical Committee meeting at CDRPC.
- 9/29/06 Ferraro & Engstrom: Mtg. with Ballston Spa to discuss school enrollment projections and potential growth impact associated with proposed Chip fab.
- 9/29/06 Fabozzi: Presentation on water quality and land use at the Upper Hudson Sustainable Watershed forum, RPI.
- 10/2/06 Ferraro & Wardle: Meeting with Chris O'Neil and Sreekumar Nampoothiri of CDTC to discuss methodology for Regional employment projections.
- 10/2/06 Engstrom & Shannon: Meeting with DEC officials regarding the Region 4 MS4 program, Rotterdam.
- 10/4/06 Fabozzi: ESRI GIS workshop.
- 10/4/06 Ferraro: CDTC Planning Committee meeting.
- 10/4/06 Ferraro: Presentation to the Capital District Community Loan Fund.
- 10/5/06 Ferraro: Attendance at the Regional Goods Movement symposium.

## MEMORANDUM (#06-36)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** October 10, 2006

**Re:** Next Commission Meeting

---

At the December 2005 Commission meeting, it was decided to revisit the scheduled Commission meeting date for December 2006 at the October meeting. If held on December 13<sup>th</sup> as originally planned, it conflicts with another pre scheduled meeting for several representatives from Saratoga County. Normally our meetings are on the third Wednesday of the month. However, for December, it was moved up to the second Wednesday to avoid a possible conflict with holiday schedules. If convenient to the Board, we can move the meeting to the third Wednesday, December 20<sup>th</sup>, which would be consistent with our normal schedule of meeting on the third Wednesday of every other month.