

## COMMISSION MEETING

March 21, 2007

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### MINUTES

**PRESENT:** John Graziano, Stan Brownell, Judy Breselor, James Shaughnessy, Mike Stammel, Philip Barrett, Christopher Callaghan, John Murray, Gary Hughes, Barbara Mauro, Michael Petta

**ABSENT:** Betty Barnette, Willard Bruce, Henry Dennis, Lucille McKnight, Fred Acunto, Spencer Hellwig, Raymond Gillen, David Vincent

**PRESIDING:** Gary Hughes, Chair, called the meeting to order at 8:30am.

#### 1. Welcome/Introduction of Guests

Bill Welsek from an area consulting engineering firm, Bill Hooton from Capital District Trade Strategies, and Chris O'Neil from CDTC.

#### 2. January 17, 2007 Meeting Minutes

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

##### Action Taken

John Graziano made a motion to approve the minutes, and Phil Barrett seconded. The motion was approved unanimously.

#### 3. Financial Statement through December 31, 2006

This financial statement reflects an un-audited statement through December 31, 2006. For the year, the revenues were at 103.6% of the approved budget while expenses were at 94.5%. This financial statement will be provided to the auditor as part of the 2006 audit of our financial records.

Rocky informed the Board that there is a surplus of approximately \$51,000. Rocky stated that the full time staff position will be filled in July 2007. Deb Shannon, our current intern, will be offered the position.

##### Action Taken

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

#### **4. Financial Statement through February 28, 2007**

This financial statement reflects the current statement through February 2007. Invoices were sent to each of the four counties. Bills to all other contracting entities will be sent out at the end of the quarter.

Revenues are at 14.4% and expenses are at 16.3%. In some instances, the percent of year to date expenses are greater than what may be normally expected for the following reasons: Insurance/Workman's Compensation was due and paid in January, and our annual GIS software license to ESRI was also renewed in January.

There is approximately \$90,434 cash in the bank and outstanding receivables totaling just over \$118,351.

##### **Action Taken**

John Graziano made a motion to approve the Financial Statement, and Barbara Mauro seconded. The motion was approved unanimously.

#### **5. Foreign Trade Zone 2006 Annual Report & 2007 Action Plan**

Bill Hooton from Capital District Trade Strategies prepared a memo outlining the 2006 Annual Report and the proposed 2007 Action Plan of Foreign Trade Zone activities. The memo was distributed before the meeting.

The report summarizes Zone income, activity and marketing efforts for the past year, outlines CDTS's Action Plan for the coming year, and anticipates revenue from those activities relative to the administration, marketing and development of FTZ #121.

Capital District Trade Strategies anticipates submitting an application to expand the foreign trade zone that will include several significant sites throughout the region. All four counties have bought into the expansion and Bill has been in contact and is working with the economic development agencies within the counties to identify the properties included in the expansion. This application is expected to be reviewed at the May 2007 Commission Meeting.

#### **6. Presentation on the Alternative Transportation Visions for the Region**

CDRPC, in collaboration with CDTC, the University at Albany, and the Center for Economic Growth, is in the final stages of completing a report analyzing the facility needs and their estimated costs for each of four alternative growth scenarios in the Capital Region. The work is an extension and part of CDTC's New Visions Regional Transportation Plan with the fiscal impact component financed primarily by the Center for Economic Growth

The four alternative growth patterns are being evaluated based on two sets of projections: CDRPC's targeted projections and a high growth scenario. Two alternative growth

distributions were prepared based on those projections. One alternative assumes a continuation of historical development pattern and current land use policies at the local level. The second alternative assumes a more aggressive Urban Reinvestment Strategy for the existing urban centers and higher density/mixed use development patterns in the inner suburban communities.

Chris O'Neill from CDTC gave a PowerPoint presentation to the Board outlining the impacts and opportunities on the transportation infrastructure associated with each of the four scenarios.

A copy of his presentation is included.

## **7. Combined Sewer Overflow Long Term Control Plan Update**

A revised scope of work was prepared and submitted to NYS DEC based on feedback received to the draft scope. NYS DEC approved the scope of work to move forward on the Long Term Control Plan. The total project cost to prepare the LTCP is \$5,010,355 excluding in-kind match by the six communities and two sewer districts.

CDRPC has been successful in getting the following grant support for the Albany Pool communities to prepare the LTCP: \$2,000,000 from the Environmental Facility Fund awarded by NYS DEC, \$475,000 from the Round 9 Water Quality Improvement Program also awarded by NYS DEC, and \$473,293 from the Shared Municipal Services Grant awarded by NYS DOS.

The communities will be responsible for a cash match of \$2,164,065 plus an in-kind contribution of \$261,520 to pay for the study. The communities have agreed to a Cost Allocation Plan and are in the process of signing an inter-municipal agreement.

The second phase of the study will be starting within the next two months with an expected end date of the Long Term Control Plan of December 2009.

## **8. Staff Activity Report**

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

## **9. Other Business**

Preparation for the 2010 Census is well underway and one of the first and probably the most critical steps to assure an accurate count of persons is to make sure that every street and dwelling unit is identified.

CDRPC has been working with the NYS Data Center to provide training sessions for communities within the four counties. Training sessions were held on March 14<sup>th</sup> in Saratoga County, March 19<sup>th</sup> in Rensselaer County, March 20<sup>th</sup> in Albany County and March 22<sup>nd</sup> in Schenectady County.

Starting in July of 2007, the NYS Census Bureau will send out maps and addresses to Chief Elected Officials and clerks to review and confirm the location of housing units in each of the communities. The communities will have until April of 2008 to confirm the location of those housing units.

**10. Next Meeting Date**

The next Commission meeting will be held May 16, 2007 at 8:30am.

**11. Adjournment**

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

Respectfully submitted,

Michael Stammel  
Secretary