

## COMMISSION MEETING

December 19, 2007  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### MINUTES

- PRESENT:** Betty Barnette, Henry Dennis, John Graziano, Judy Breselor, Leon Fiacco, Mike Stammel, Fred Acunto, Philip Barrett, Chris Callaghan, Spencer Hellwig, John Murray, Gary Hughes, Barbara Mauro, David Vincent
- ABSENT:** Willard Bruce, Lucille McKnight, Stan Brownell, James Shaugnessy, Raymond Gillen, Michael Petta
- PRESIDING:** Gary Hughes, Chair, called the meeting to order at 8:30am.

#### 1. Welcome/Introduction of Guests

Gary Hughes introduced Leon Fiacco as a new Commissioner representing Rensselaer County. Leon helps operate his family's businesses, Wynantskill Beverage and Bella Moda salon, both located in North Greenbush, along with rental and commercial properties.

Bill Hooton from Capital District Trade Strategies was also in attendance.

#### 2. October 17, 2007 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 Mike Stammel seconded. The motion was approved with one abstention from Leon Fiacco.

#### 3. Financial Statement through November 30, 2007

The financial statement reflects activities through November 30, 2007. With one month remaining in the fiscal year, revenues are at 86.1% and expenses are at 85.6%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis.

There is approximately \$32,000 cash in the bank plus three CD's with a combine total of \$70,000. We have outstanding receivables totaling just over \$171,000.

**Action Taken**

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

**4. Report from Nominating Committee**

Barbara Mauro announced that the nominating committee has recommended the following names to serve as officers of the Capital District Regional Planning Commission for 2008. John Graziano, Chair; Mike Stammel, Vice Chair; Phil Barrett, Secretary; and Barbara Mauro, Treasurer,

**Action Taken**

Chris Callaghan made a motion to approve the proposed slate of 2008 officers, and Fred Acunto seconded. The motion was approved unanimously.

**5. Proposed 2008 Budget**

Rocky went over some of the highlights of the proposed 2008 budget. Under revenues, the amounts requested from each county will remain unchanged from 2007. The \$20,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts to complete work during 2008.

Revenue from the Combined Sewer Overflow study is projected at \$95,000 per the contract agreement with the Albany Pool communities.

Under salaries, an additional full time professional planner was hired in July 2007. Other salary related costs, such as FICA, have been increased accordingly. Health Insurance costs reflect the actual increases for 2008.

**Action Taken**

Betty Barnette made a motion to approve the Proposed 2008 Budget and Phil Barrett seconded. The motion was approved unanimously.

**6. Proposed 2008 Meeting Schedule**

A listing of proposed dates for the 2008 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

The July 16, 2008 meeting is a change from the usual August meeting in prior years.

**Action Taken**

Phil Barrett made a motion to approve the Proposed 2008 Meeting Schedule and Chris Callaghan seconded. The motion was approved unanimously.

## 7. **Foreign-Trade Zone Program Expansion Update**

The Capital District Trade Strategies (CDTS) is recommending that the Commission extend the date for receiving the required “deliverables” from the individual properties the Counties are recommending be included in the Expansion Application.

The primary reason for the delay is a result of the level of interest expressed by the participating Counties and the need to assure that no significant asset or interested party has been inadvertently excluded from the process.

The expectation is that CDRPC would receive a completed Draft Application for review and comment from CDTS in early February in preparation for action at the March Board Meeting.

Chris Callaghan inquired the difference between this foreign-trade zone and the one Momentive has in Waterford. Momentive is seeking a sub-zone application to begin moving forward immediately instead of waiting for the expansion to take place. They have received preliminary approval for the sub-zone status.

Bill Hooton added that Saratoga County has taken a strong role in both reaching out to and defining which areas they want in the zone expansion plan. Bill has been in contact with Momentive regarding their sub-zone application and to advise them of the expansion. There are adjacent industrial properties that are not part of the sub zone application. With the exception of the rail line adjacent to the Momentive property that was not originally included in the sub zone application, Saratoga County has not pursued any of the adjacent properties to be included as part of a General Purpose Zone.

Jack Murray asked for more information regarding the level of interest expressed by counties. There are 8 counties included in the foreign-trade zone area and each of the economic development departments in those counties has been contacted to identify potential locations in their counties for consideration based on pre-defined criteria.

Once there is an agreement on a location, the property owners must be contacted to find out what level of interest they may have in participating in the Foreign-Trade Zone. The property owners have to sign off to participate before an application can be submitted to the Foreign-Trade Zone board. Jack Murray was provided a listing of potential locations in Albany, Rensselaer, Saratoga, and Schenectady counties that was presented at the last Commission meeting

### **Action Taken**

Betty Barnette made a motion to extend the deliverables deadline to January 31, 2008 in preparation for review and approval by the Commission at the March meeting. Henry Dennis seconded. The motion was approved unanimously.

## **8. Schenectady School District Attendance Area Boundary Study**

CDRPC has recently signed a contract with Schenectady School District to provide interactive mapping services to assist the district in the re-assignment of students as a result of its recent building acquisition to house elementary school students.

As part of this project, staff is mapping the residential location of all the district's elementary students. A digital map has been created of the existing attendance area zones for each of the existing schools.

Once the students and zones are mapped, CDRPC staff will work with school district representatives to develop a new attendance zone for the recently purchased St. Luke's school building, and to develop a new attendance zone for the Yates magnet school.

Todd Fabozzi gave a PowerPoint presentation on the approach used in the study applying GIS. Todd has mapped the residential location of the district's elementary students and will continue to work with the Schenectady School District on this project.

## **9. LTCP – CSO Update**

CDRPC has met with an Accountant, Dorfman-Robbie, to finalize the internal bookkeeping procedures in order to close out Part A and maintain the financial records for Part B. A special revenue account has been established for this project to keep separate from CDRPC's financial records. CDRPC is receiving a fee to manage the project, which is reflected in the CDRPC Income Statement.

On October 1, 2007, CDRPC submitted the *Receiving Water Quality Sampling Plan* to NYS DEC for their review and approval. In a letter dated October 31, 2007, the Plan has been reviewed and approved by NYS DEC.

## **10. Staff Activity Report**

Rocky added that staff has been doing a significant amount of outreach within the counties on a variety of projects and he's been receiving large amounts of positive feedback from both the communities and the counties.

Judy Breselor also commended the staff on all the outreach that has been taking place this past year in the community.

## **11. Other Business**

Barbara Mauro expressed thanks to Gary Hughes for a job well done as Chair of the Capital District Regional Planning Commission.

**12. Next Commission Meeting Date**

The next Commission meeting will be held January 16, 2008 at 8:30am.

**13. Adjournment**

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

Respectfully submitted,

Phil Barrett  
Secretary