

# **COMMISSION MEETING**

**8:30 am, Wednesday, January 16th, 2008**

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

## **AGENDA**

1. Welcome/Introduction of Guests
2. December 19, 2007 Meeting Minutes\*
3. Financial Statement through December 31, 2007 (Memo 08-01)\*
4. Combined Sewer Overflow Long Term Control Plan Update (Memo 08-02)\*
5. 2007: The Year in Review; 2008: The Year Ahead (Memo 08-03)
6. Staff Activity Report
7. Other Business
8. Next Meeting Date/Time: March 19, 2008 @ 8:30 AM

\*Requires Formal Board Action

## 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

## MEMORANDUM (#08-01)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** January 8, 2008  
**Re:** Monthly Financial Statement

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Enclosed for your review and approval are the current financial statements through December 2008.

For the year, the revenues are at 101.4% while expenses are at 91.4%. The revenue reflects the final billings through the fourth quarter of 2007. On the expense side, there is approximately \$3000 in outstanding expenses from billings we will receive through January/early February that represent actual 2006 expenses. Overall, it looks like we ended the year with a healthy surplus of approximately \$60,000 in revenue over expenses. A final audited financial statement will be prepared and presented to the Commission in mid 2008.

As noted on the Statement of Financial Condition, we have approximately \$73,000 cash in the bank, including three Certificates of Deposit, and outstanding receivables totaling over \$200,000 reflecting, in part, the end of the quarter billings.

Board action is requested to approve the financial statements

### CDRPC 2007 Income Statement

Account	Budget	Oct 07	Nov 07	Dec 07	Year-to-Date	Balance	YTD %
<b>2007 REVENUE</b>							
R2390.1 Albany County	\$ 84,663.00	\$ -	\$ -	\$ -	\$ 84,663.00	\$ -	100.0%
R2390.2 Rensselaer County	43,842.00	-	-	-	43,842.00	-	100.0%
R2390.3 Saratoga County	57,666.00	14,416.50	-	-	57,666.00	-	100.0%
R2390.4 Schenectady County	42,123.00	10,530.75	-	-	42,123.00	-	100.0%
R2401.0 Interest & Earnings	1,200.00	149.83	159.16	54.60	2,039.47	(839.47)	170.0%
R2770.1 Miscellaneous	100.00	-	-	-	854.03	(754.03)	854.0%
R2770.3 Contractual Services	30,000.00	-	-	10,894.59	31,804.29	(1,804.29)	106.0%
R2770.4 FTZ#121	12,000.00	-	-	12,000.00	12,000.00	-	100.0%
R2770.5 Conferences	5,000.00	-	-	-	5,770.00	(770.00)	115.4%
R2770.6 CDYCI	70,000.00	-	-	17,500.00	70,000.00	-	100.0%
R3900.3 Empire State Dev.	-	-	-	4,276.06	16,865.32	(16,865.32)	
R3900.4 Other NYS Aid (NYSERDA)	20,000.00	-	-	1,087.86	7,272.99	12,727.01	36.4%
R3900.6 EFC CSO Grant	75,000.00	-	-	10,893.75	49,181.01	25,818.99	65.6%
R4000.1 Fed. Reg. Aviation	-	-	-	-	-	-	
R4000.2 EDA	52,000.00	-	-	6,516.25	56,000.00	(4,000.00)	107.7%
R4000.3 Water Quality	46,000.00	-	-	10,215.66	41,882.27	4,117.73	91.0%
R4000.4 UPWP	85,000.00	-	-	23,085.84	111,492.02	(26,492.02)	131.2%
R4000.5 Other Federal Aid (HUD)	3,000.00	-	-	-	3,125.50	(125.50)	104.2%
R4000.6 EPA CSO Grant	-	-	-	-	-	-	
<b>Gross Revenue</b>	\$ 627,594.00	\$ 25,097.08	\$ 159.16	\$ 96,524.61	\$ 636,580.90	\$ (8,986.90)	101.4%
<b>2007 EXPENSE</b>							
E.1010 Salaries	\$ 336,000.00	\$ 29,511.14	\$ 29,511.14	\$ 29,511.14	\$ 335,791.76	\$ 208.24	99.9%
E.1030 Temporary Services	16,000.00	-	-	-	6,516.50	9,483.50	40.7%
E.2010 Office Equipment	5,000.00	169.00	169.00	169.00	5,327.64	(327.64)	106.6%
E.2020 Furniture & Furnishings	2,000.00	-	-	-	1,308.66	691.34	65.4%
E.4020 Workshops & Conferences	5,000.00	-	-	-	5,696.75	(696.75)	113.9%
E.4030 Consultant Services	8,000.00	-	-	-	6,800.00	1,200.00	85.0%
E.4040 Agency Memberships	5,500.00	-	-	-	3,085.00	2,415.00	56.1%
E.4051 Computer Supplies/Software	5,000.00	-	-	19.97	3,724.94	1,275.06	74.5%
E.4055 Data Purchases	500.00	180.00	-	-	190.00	310.00	38.0%
E.4060 Equipment Maintenance	1,500.00	216.50	83.71	-	1,088.31	411.69	72.6%
E.4070 Office Supplies	3,000.00	333.60	362.28	210.82	2,531.37	468.63	84.4%
E.4080 Books & Journals	800.00	75.78	-	-	884.13	(84.13)	110.5%
E.4090 Printing & Publishing	8,000.00	493.85	90.51	583.43	3,856.37	4,143.63	48.2%
E.4110 Rent	63,000.00	4,618.54	4,717.73	-	56,215.33	6,784.67	89.2%
E.4120 Telephone	3,500.00	243.60	239.35	245.76	2,885.94	614.06	82.5%
E.4121 Internet	3,200.00	224.80	224.80	154.82	2,668.71	531.29	83.4%
E.4130 Travel	11,000.00	424.00	166.00	2,342.20	5,341.07	5,658.93	48.6%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	2,800.00	172.08	-	590.00	2,805.84	(5.84)	100.2%
E.4160 Miscellaneous	1,294.00	-	110.72	64.52	1,030.14	263.86	79.6%
E.4170 Payroll Services	1,500.00	106.06	114.06	166.06	1,416.52	83.48	94.4%
E.4190 Contingent Fund	3,500.00	1,700.00	-	-	1,700.00	1,800.00	48.6%
E.4200 Insurance-General	1,500.00	-	-	-	1,244.79	255.21	83.0%
E.8010 NYS Retirement	34,000.00	-	29,869.00	-	29,869.00	4,131.00	87.9%
E.8030 FICA	27,000.00	2,279.12	2,279.12	2,279.12	26,315.56	684.44	97.5%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	-	-	-	1,894.41	1,105.59	63.1%
E.8050 Ins.-Health	72,000.00	5,291.89	5,291.89	281.42	61,993.33	10,006.67	86.1%
E.8060 Ins.-Unemployment	1,500.00	-	-	-	928.44	571.56	61.9%
E.8070 Prof. Memberships	1,000.00	-	170.00	-	590.00	410.00	59.0%
E.8080 Continuing Education	1,000.00	30.00	30.00	30.00	90.00	910.00	9.0%
<b>Gross Expenses</b>	\$ 627,594.00	\$ 46,069.96	\$ 73,429.31	\$ 36,648.26	\$ 573,790.51	\$ 53,803.49	91.4%
<b>Net Operating Income</b>	\$ -	\$ (20,972.88)	\$ (73,270.15)	\$ 59,876.35	\$ 62,790.39		
A909 Fund Balance-Unreserved	-	-	-	-	-		
<b>Net Income</b>	\$ -	\$ (20,972.88)	\$ (73,270.15)	\$ 59,876.35	\$ 62,790.39		



# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

December 31, 2007

#### Assets

Cash — Checking	\$	1,910.23
Cash — Money Market		1,022.22
Cash — PayPal Account		-
Cash — Certificates of Deposit		70,000.00
Petty Cash		200.00
Due from Private Persons/Organizations		109,240.03
Due from State & Federal Governments		99,289.50
Due from Other Governments		1,894.59
Prepaid Expenses		16,594.48
Carryover Revenue		4,835.54
<i>Sub-Total: Assets</i>	\$	<u>304,986.59</u>
Expenses — Year-to-Date		<u>573,790.51</u>

**Total** \$ 878,777.10

#### Liabilities & Fund Balance

Due to Other Governments	\$	33,967.00
Due to Private Persons/Organizations		-
Deferred Project Revenue		-
Fund Balance — Restricted		-
Fund Balance — Unrestricted		208,229.20
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	<u>242,196.20</u>
Revenue — Year-to-Date		<u>636,580.90</u>

**Total** \$ 878,777.10

**Net Income (Loss)** \$ 62,790.39

## MEMORANDUM (#08-02)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** January 17, 2008

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

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The following is a status report of the Albany Pool Long Term Control Plan (LTCP).

On October 1, 2007, CDRPC submitted the *Receiving Water Quality Sampling Plan* to NYS DEC for their review and approval in conformance with the contract requirement for Plan submission. In a letter dated October 31, 2007, the Department approved the Sampling Plan. There is one final detailed submittal, due by February 1, 2008, before the Approved LTCP Scope of Work is finalized.

With approval of the October 1 submittal, work has commenced on some initial tasks associated with preparation of the LTCP. As part of the in-kind effort, the county sewer districts are conducting “block testing” to gauge the rough frequency and volume of overflows at the CSO outfalls.

Attached is a copy of the Financial Statements through December 31, 2007.

Action is requested by the Commission authorizing the Chair to enter into a contract for State Assistance for up to \$475,000 from the New York State Department of Environmental Conservation to conduct a Receiving Waters Conditions Assessment for the Albany Pool of the Hudson River Estuary. This task is part of the CSO LTCP development project that is being overseen by CDRPC for the six “Albany Pool” communities under the February 8, 2007 Municipal Cooperation Agreement (MCA). The Commission approved the application for these funds at the October 10, 2006 meeting (Memo #06-33). The authorizing resolution to accept the grant is attached and the MCA ensures that the communities will provide all matching funds.

**CAPITAL DISTRICT REGIONAL PLANNING COMMISSION  
COMBINED SEWER OVERFLOW PROJECT  
December 31, 2007**

Account	Description	FINAL 12/31/2007	1st PP-FINAL 12/31/2006
<b><u>Cash &amp; Equivalents</u></b>			
	Cash in Time Depost - CSO	246,416.32	294,488.33
	<b>Total Cash &amp; Equivalents</b>	<u>246,416.32</u>	<u>294,488.33</u>
<b><u>Receivables</u></b>			
	<b>Accounts Receivable</b>		
	A/R - Due from NYSDEC (EPF Grant)	1,500,000.00	
	A/R from Other Governments	8,076.05	29,198.74
	A/R - Due from City of Troy (DOS Grant)	200,000.00	200,000.00
	A/R - Due from Cohoes (DOS Grant Part B)	473,293.00	0.00
	<b>Total Receivables</b>	<u>2,181,369.05</u>	<u>229,198.74</u>
	<b>Total Current Assets</b>	<u>2,427,785.37</u>	<u>523,687.07</u>
	<b>Non-Current Assets</b>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL ASSET</b>	<u>2,427,785.37</u>	<u>523,687.07</u>
<b><u>Accounts Payable</u></b>			
	A/P - Interest owed to DEC	(3,827.92)	(1,089.67)
	A/P to CDRPC	(10,893.75)	(814.54)
	<b>Total Accounts Payable</b>	<u>(14,721.67)</u>	<u>(1,904.21)</u>
<b><u>Deferred Revenue</u></b>			
	Deferred Project Revenue - NYSDEC	(1,961,786.03)	(500,000.00)
	Deferred Revenue - DOS Troy Grant	0.00	(21,782.86)
	Deferred Revenue - DOS Cohoes Grant	(451,277.67)	0.00
	<b>Total Deferred Revenue</b>	<u>(2,413,063.70)</u>	<u>(521,782.86)</u>
	<b>Total Current Liabilities</b>	<u>(2,427,785.37)</u>	<u>(523,687.07)</u>
	<b>Non-Current Liabilities</b>	<u>0.00</u>	<u>0.00</u>
	<b>TOTAL LIABILITY</b>	<u>(2,427,785.37)</u>	<u>(523,687.07)</u>
	Equity	0.00	0.00
	<b>NET (INCOME) LOSS</b>	<u>(0.00)</u>	<u>(1.00)</u>
	<b>TOTAL EQUITY</b>	<u>(0.00)</u>	<u>(1.00)</u>
	<b>TOTAL LIABILITY AND EQUITY</b>	<u>(2,427,785.37)</u>	<u>(523,688.07)</u>
	<b>Revenues</b>	<u>0.00</u>	<u>0.00</u>

**Attachment B**

**Municipal Resolution  
Water Quality Improvement Projects and  
Nonagricultural Nonpoint Source Projects  
Municipal Resolution**

Resolution authorizing the items listed below pursuant to the Bond Acts enacted in 1965, 1972, and 1996 and the Environmental Protection Fund, as well as federal grant awards available for such projects.

WHEREAS, Capital District Regional Planning Commission  
(Legal Name)

herein called CDRPC after thorough consideration of the various aspects of the problem and study of available data, has hereby determined that certain work, as described in its application and attachments, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project; and

WHEREAS, the Environmental Conservation Law ("ECL") authorizes State assistance to CDRPC for water quality improvement projects by means of a contract and CDRPC deems it to be in the public interest and benefit under this law to enter into a contract therewith;

NOW, THEREFORE, BE IT RESOLVED BY Capital District Regional Planning Commission  
(Governing Body)

1. That John Graziano, Jr, Chair,  
(Name and Title of Designated Authorized Representative)

or such person's successor in office, is the representative authorized to act in behalf of CDRPC's governing body in all matters related to State assistance under ECL Articles 17, 51 and 56 and/or any applicable federal grant provisions. The representative is also authorized to make application, execute the State Assistance Contract, submit Project documentation, and otherwise act for CDRPC's governing body in all matters related to the Project and to State assistance;

2. That CDRPC agrees that it will fund its portion of the cost of the Project and that funds will be available to initiate the Project's field work within twelve (12) months of written approval of its application by the Department of Environmental Conservation;

3. That one (1) certified copy of this Resolution be prepared and sent to the Albany office of the New York State Department of Environmental Conservation

4. That this Resolution take effect immediately.

## MEMORANDUM (#08-03)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** January 8, 2008

**Re:** 2007: The Year in Review; 2008: The Year Ahead

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I will be making a Power Point presentation outlining the Commission's accomplishments during 2007 and the anticipated work program for 2008 in line with CDRPC's Mission:

*The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC provides objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities. CDRPC serves the best interests of the public and private sectors by promoting intergovernmental cooperation; communicating, collaborating, and facilitating regional initiatives; and sharing information and fostering dialogues on solutions to regional problems.*

Overall, 2007 was an excellent year and it continues to be both a pleasure and an honor working on behalf of the Commission. Many thanks to the staff and the Commission members for their hard work and dedication to accomplish CDRPC's program objectives during 2007 and we look forward to a productive 2008.

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

## **STAFF ACTIVITY REPORT December 10, 2007 to January 6, 2008**

### **A. ADMINISTRATION**

1. The Commission Progress Report has been printed and distributed and posted on our web site.

### **B. REGIONAL PLANNING**

#### **REGIONAL INFORMATION SYSTEM & DATA SERVICES**

1. The staff responded to approximately 50 data requests during the reporting period. CDRPC's Web site had 14,515 visitors in December 2007, a 9.8% increase from December 2006. Total site visitors in 2007 were 181,172, down 21.3% from 230,264 in 2006.
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. Staff is currently reviewing American Community Survey data released for geographic areas with populations of 65,000 or more to create "off the shelf" data sets for posting on the web site. The first release of data for geographic areas of 20,000 or more is scheduled for the summer of 2008.
4. Staff continued to provide technical support to each of the four counties in addressing the issue of affordable and workforce housing in their respective counties.
5. Staff continues to provide one on one follow up assistance to individual communities as part of the technical assistance associated with participating in the 2010 Local Update of Census Address (LUCA) Program being conducted by the Census Bureau. Staff is learning software applications relevant to address cross-referencing.

#### **WATER QUALITY PLANNING**

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 has conducted the review of Year Four MS4 annual reports submitted by each of the regulated communities and continues to review reports filed late in response to NYSDEC Notices of Violation.
2. Staff continues to manage the Albany Pool Combined Sewer Overflow Long Term Control Plan Development, which includes the Albany Water Board, the cities of

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

Cohoes, Rensselaer, Troy and Watervliet, and the Village of Green Island, as well as assistance from the Albany and Rensselaer county sewer districts. See Memo 08-02 for the most recent update of activities.

3. Staff has completed the first draft of the Onesquethaw-Coeymans Watershed report, which has been submitted to the Onesquethaw-Coeymans Watershed Council for review and comment. Staff has been assisting the council with various revisions. The report is funded by a grant received by the Onesquethaw-Coeymans Watershed Council.

### **TRANSPORTATION**

1. The staff continues to participate on CDTC's Planning Committee and the Quality Region Initiative Taskforce.
2. Staff continues to participate on various advisory committees as part of the CDTC Linkage Grant Program. Ongoing studies include the City of Schenectady State Street Transit Oriented Development study, the Town of Bethlehem Rt. 9W Corridor Plan, the Clifton Park/Halfmoon Exit 9 Linkage Study, and the Village of Menands Broadway Corridor Study.
3. Staff continues to provide GIS mapping to CDTA as part of an ongoing contract to assist in the implementation of the CDTA Transportation Development Plan.
4. A report *Estimating the Fiscal Impact of the Alternative Futures for the Capital Region* has been completed. The report's preparation was coordinated with the other members of the study team: CEG, CDTC and the University at Albany. A number of presentations have been made and continue to be scheduled to discuss the study's findings.

### **TECHNICAL ASSISTANCE**

1. Staff has completed work on enrollment projections for the Ballston Spa School District. A draft of the South Glens Falls enrollment projections has been submitted to the School District for review and comment. CDRPC has agreed to conduct enrollment projections for the Burnt Hills-Ballston Lake School District.
2. Staff is continuing its work on the school attendance area study on behalf of the City of Schenectady School District. The district purchased a new building and CDRPC is using its GIS to assist the district in populating the building with students from adjacent attendance zones.

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

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

1. The Juvenile Detention facility utilization rate was 81.0% for the month of December 2007 and 81.8% for all of 2007.
2. CDRPC has assumed responsibility for billing the counties using the facility, and has computed and sent out the bills through December 2007. Total billings were \$2,546,644.16 through the end of December, exceeding the budgeted revenue for 2007 by \$28,552.19.

### **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. CDRPC has prepared a list of prospective members for a new Comprehensive Economic Development Strategy (CEDS) Advisory Committee in preparation for developing a new CEDS for the Region and has sent letters to them inviting their participation.
3. Commission staff have been in contact with Don Zizzi, Senior Research Associate at the Center for Urban and Regional Policy at Northeastern University, regarding participation in the Center's proposed EDA pilot project to assess the effectiveness of regional economic development strategies.
4. CDRPC has continued to work with MPM Silicones to support its application to the Foreign-Trade Zones Board for Subzone status at its plant in Waterford. The application has received preliminary approval from the FTZ Board and a Grantee/Operator contract between CDRPC and MPM Silicones is being prepared.
5. The Foreign Trade Zone expansion application is being prepared and site descriptions and owner concurrences are being collected.
6. CDRPC is continuing to work with Vistec and the UAlbany College of Nanoscale Science & Engineering (CNSE) to prepare a preapplication to EDA for the funding of a feasibility study regarding the establishment of a nanotech foundry at CNSE.
7. New 2007 RIMS II economic impact multipliers were obtained from the U.S. Dept. of Commerce, Bureau of Economic Analysis for Albany, Saratoga, and Schenectady counties, the Capital Region, and New York State. New economic impact estimates will shortly be prepared for the University at Albany.



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

### **WIND POWER PLANNING**

1. Staff continues to respond to technical questions on addressing small scale and commercial wind development within comprehensive plans, zoning, and land use regulations.

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

- 12/10/07 Shannon: Certified Professional in Erosion and Sediment Control (CPESC) training at the Albany County Soil and Water Conservation District offices.
- 12/10/07 Ferraro: Saratoga Workforce Housing Partnership Meeting.
- 12/11/07 Fabozzi: CDTC Bike/Pedestrian Taskforce meeting.
- 12/13/07 Ferraro, Engstrom & Shannon: CSO Technical Committee meeting at CDRPC offices.
- 12/13/07 Fabozzi: Meeting with Schenectady School District regarding attendance zone study
- 12/13/07 Ferraro: Attendance at CEG Annual Meeting.
- 12/13/07 Ferraro: Provide public comment at the Notice Of Legislative Public Hearing, Albany County Sewage District.
- 12/19/07 Ferraro: Presentation at the Citizens for Transportation meeting.
- 12/21/07 Wardle: Meeting with Bruce Szelest and John D'Agati of the University at Albany to discuss data requirements for the University's economic impact estimates.
- 12/21/07 Fabozzi: Albany Co. Water Quality Coordinating Committee meeting, Voorheesville.
- 12/27/07 Fabozzi: Meeting with Schenectady School District regarding attendance zone study.
- 1/2/08 Ferraro: NYSARC Executive Director's meeting in Syracuse