

COMMISSION MEETING

October 15, 2008

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

MINUTES

- PRESENT:** Willard Bruce, Henry Dennis, Jr., Mike Whalen, Stan Brownell, Leon Fiacco, Mike Stammel, Fred Acunto, Philip Barrett, Chris Callaghan, Jason Kemper, Barbara Mauro, Michael Petta, David Vincent
- ABSENT:** Lucille McKnight, Judy Breselor, Jim Shaughnessy, John Murray, Robert Godlewski, Gary Hughes
- PRESIDING:** John Graziano, President, called the meeting to order at 8:30am.
- GUESTS:** Bill Hooton from Capital District Trade Strategies and Ann Luby from NYS DOL

1. Welcome

Anne Luby, Capital Region Rep, from NYS Department of Labor was introduced to the Board.

2. July 16, 2008 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 unanimously.

3. Presentation by Anne Luby, Capital Region Rep. NYS DOL

Anne Luby discussed with the board some of the initiatives that the Department of Labor is involved with that relates to the Capital Region. Discussion focused on workforce needs of the future including job training programs that match skill sets with employer needs. Also, the proactive role that the NYS DOL will play in participating in economic development efforts.

4. Financial Statement through September 30, 2008

The financial statement reflects activities through September 30, 2008. The revenues are at 79.3% and the expenses are at 69.6%. There is approximately \$75,000 cash in the bank.

Action Taken

Fred Acunto made a motion to approve the Financial Statement, and Henry Dennis seconded. The motion was approved unanimously.

5. Responses to Audit RFT

Two proposals were received in response to the RFP for Audit and Financial Services to CDRPC for the three year period beginning with the fiscal year ending December 31, 2008. The two firms and their bid amount were Dorfman-Robbie, CPA's bidding \$7,100 for 2008, \$7,500 for 2009 and \$8,000 for 2010. And the second firm was Pryba, Tobin & Company, PC bidding \$8,500 for 2008, \$8,900 for 2009 and \$9,400 for 2010.

Dorfman-Robbie has provided audit services to CDRPC since 1994 and the staff have been pleased with their services.

Action Taken

David Vincent made a motion to accept Dorfman-Robbie's three year proposal and Mike Stammel seconded. The motion was approved

6. Status of Foreign Trade Zone Application and Agreement with CDTS

Rocky informed the Board that a notice was sent to CDTS on August 12, 2008 providing them the required sixty day notification that CDRPC was planning to terminate the existing Agreement between CDRPC and CDTS. There had been no communication from CDTS in response to the notice prior to the Board meeting (footnote: An e-mail was sent to Rocky from CDTS the evening before the meeting but was not received until after the Board meeting; it was subsequently distributed to all Board members later that day). Effective October 12, 2008 the Agreement was no longer in effect.

The major modification application is being prepared by CDRPC staff and will be submitted shortly after the first of the year when the new FTZ guidelines go into effect. Meetings have been held with the county economic development representatives from the counties in the region and their response has been very positive to CDRPC taking over the major modification application.

CDRPC has also been in contact with the Foreign Trade Zone Board staff seeking their input in order to assure compliance with the new guidelines. Upon submittal to the FTZ Board, the approval process will be from 8 months to a year.

CDRPC will also be hosting the inaugural meeting of the Foreign Trade Zone Grantees from throughout New York State on October 27, 2008 at CDRPC's offices. A primary objective of the meeting is to determine interest to create a statewide association.

7. Expansion of Grant of Authority for a Foreign Trade Zone

The Foreign Trade Zone Board has raised an issue as to whether or not CDRPC has the power to act on behalf of the counties outside of the 4 counties represented on our Board. The existing Four-County Agreement creating CDRPC was amended in 1984 to provide the Commission with the authority to apply to the Foreign-Trade Zones Board for a grant of Authority for FTZ #121 at Albany, NY and to exercise that Authority when granted.

Subsequent to 1984, additional counties have become part of our jurisdiction including Fulton, Montgomery, Columbia, Greene, Warren and Washington Counties. Senate Assembly bills authorizing CDRPC to include those counties in the Foreign Trade Zone were issued.

Rocky requested Board action to approve a resolution to expand the definition of the "Capital District area" for Foreign Trade Zone related activities in order to clarify any concerns about the jurisdictional coverage being permitted by the CDRPC Board.

The proposed resolution is as follows:

RESOLVED; that the reference to the "Capital District area" in Article III, Powers and Duties of the Four-County Agreement, Section II, which allows the Board to receive grants of authority for a Foreign-Trade Zone, means the entire Albany Port Customs & Border Protection District.

Action Taken

Mike Stammel made a motion to approve the resolution to the Four County Agreement, and Henry Dennis seconded. The motion was approved unanimously.

8. Proposed Staff Internet Policy

Rocky proposed adding a Staff Internet Policy to the existing CDRPC Administrative Guidelines. The Board agreed to the proposed policy.

Action Taken

Fred Acunto made a motion to adopt the proposed Staff Internet Policy, and Barbara Mauro seconded. The motion was approved with Chris Callaghan abstaining.

9. Combined Sewer Overflow Long Term Control Plan Update

The water sampling and sewer system monitoring have been completed and the primary focus is now on analyzing the data and incorporating it into the system models.

Once the data analysis is complete and the models calibrated, discussions will begin regarding CSO control alternatives.

Technical Committee meetings were held on August 5th and October 9th. The next CAC and public meetings will be held in the late fall, after the sampling and monitoring data has been analyzed.

10. Staff Activity Report

Highlighting the staff report, Rocky reported that the 2010 Census Project continues to move forward. CDRPC has entered into a contract with Empire State Development effective August 1, 2008 for the next phase of activities.

Staff is actively involved in the Metrics Taskforce, one of four task forces created in conjunction with the Tech Valley Civic Forum, and whose findings will be reported to the Tech Valley Civic Forum Collaboration Council.

Staff continues to work on the 604b water quality program and continues participating in water quality coordinating committee activities, MS4 activities, and to provide technical support to the counties and local government.

Staff continues to work collaborately with CDTC in the preparation of a Land Use Sustainability guidebook for use by local government entities. A series of presentations have been arranged with the Capital Region Stakeholders Group, an organization representing young professionals throughout the region.

Contractual discussions are underway with Berkshire Farm for the renewal of their operations contract in 2010. The existing agreement expires December 31, 2009.

11. Other Business

John Graziano selected David Vincent to Chair the nominating committee for 2009 officers. John also selected Henry Dennis, Fred Acunto and Stan Brownell to serve on the nominating committee. The nominating committee will report back at the December commission meeting the recommendations for 2009 officers.

Action Taken

Henry Dennis made a motion to approve the nominating committee, and Chris Callaghan seconded. The motion was approved unanimously.

Adjournment

Fred Acunto made a motion to adjourn the meeting and Chris Callaghan seconded. The motion was approved unanimously.

Respectfully submitted,


Phil Barrett,
Secretary