

COMMISSION MEETING

December 16, 2009
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

MINUTES

PRESENT: Willard Bruce, John Graziano, Lucille McKnight, Michael Whalen, Judy Breselor, Stan Brownell, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Robert Godlewski, Barbara Mauro, David Vincent

ABSENT: Henry Dennis, Leon Fiacco, Gary Hughes, Michael Petta

PRESIDING: Michael Stammel, President, called the meeting to order at 8:30 am.

1. Welcome/Introduction of Guests

There were no guests at the meeting.

2. October 21, 2009 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 Lucille McKnight seconded. The motion was approved unanimously.

3. Financial Statement through November 30, 2009

The financial statement reflects activities through November 2009. The revenues are at 81.7% and expenses are at 83.3%. There is approximately \$65,500 cash in the bank and outstanding receivables totaling \$88,400.

With the exception of the utility costs, the rent has been fully paid for 2009 along with the employee health insurance. The New York State Retirement bill was also paid in full in the amount of \$29,161, which is reflected on the statement.

There are five Certificates of Deposit, one of which came due for renewal on December 10, 2009 in the amount of \$32,725.00. The CD was bid out and we received an offer and opened a new CD at 1% for 12 months from M&T Bank.

Action Taken

Stan Brownell made a motion to approve the Financial Statement as presented and John Murray seconded. The motion was approved unanimously.

4. **Report from Nominating Committee**

Stan Brownell, Chair of the Nominating Committee, announced that the nominating committee has recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2010. Philip Barrett, Chair; Barbara Mauro, Vice Chair; Willard Bruce, Secretary; and Jim Shaughnessy, Treasurer.

Action Taken

David Vincent made a motion to approve the proposed slate of 2010 officers, and Fred Acunto seconded. The motion was approved unanimously.

5. **Proposed 2010 Budget**

Rocky went over the highlights of the proposed 2010 budget.

Due to budget constraints in all four counties, CDRPC will absorb a 10% cut in County funding from 2009 levels. It is hopeful that full funding support will be restored in 2011. There has been no increase in county contributions since 2004.

CDRPC, in partnership with five of the other regional councils, submitted a proposal to the New York State Department of State to undertake 2010 Census Outreach activities. The Department of State has not made the grant award announcement. Rocky informed the Board that if the DOS grant does come through he would like to fill the vacant position that was previously held by Leif Engstrom with Joanna King. However, if CDRPC does not receive a grant, the position will remain vacant.

The CSO project represents CDRPC's last year of managing the project prior to the submittal of the Long Term Control Plan. There is approximately \$63,000 left in the contract beginning January 1st.

The proposed increase in salaries is 1.5% to offset the employee's share of health insurance costs. The Executive Director's salary will remain unchanged. Judy Breselor inquired why the Executive Director is not receiving a raise for 2010. Rocky stated that given the financial situation and budgetary constraints facing all four counties, it is important that the Executive Director also makes sacrifices at this time.

Mike Whalen suggested adding a line item of actual expenses from the previous year to compare to the current year. Mike also added that he believes if the Executive Director does not receive the 1.5% raise like the rest of the staff, it may set a bad precedent for the future when there are similar budget issues.

John Murray added that since 2009 may end with a budget surplus of \$20,000, some of that money could be used toward a raise for the Executive Director. John would like to revisit the salary increase issue in the first quarter of 2010 once the final 2009 budget numbers are available.

Action Taken

Paul Sausville made a motion to approve the Proposed 2010 budget and Lucille McKnight seconded. The motion was approved unanimously.

6. Proposed 2010 Meeting Schedule

A list of proposed dates for the 2010 Commission meetings was distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

David Vincent made a motion to approve the 2010 Meeting Schedule and Barbara Mauro seconded. The motion was approved unanimously.

7. Staff Presentation on the Availability, Use and Application of the American Community Survey

Rocky and Joanna King gave a presentation outlining the benefits and challenges of the American Community Survey (ACS), an annual survey begun in 2005 which is taking the place of the long form distributed by the Census Bureau. The ACS will provide the same detail of social economic characteristics of the population that was on the long form. The information will be provided on an annual basis versus only once every ten years.

There are three data series available from the ACS; for communities over 65,000 people there will be an annual survey of detailed characteristics; for communities between 20,000–65,000 there will be a three year average that will be released annually; for communities between 50 - 20,000 persons, there will be a five year average that will be released annually. The first release of the 5 year average will be in 2010.

There are three primary differences between the ACS and the decennial Census. The first one is the decennial Census is based on a specific point in time while the ACS is a rolling monthly survey that is distributed to 250,000 households per month. The second is the definition of residence. The decennial Census form asks where has been one's primary residence during the previous year and the ACS questionnaire asks for primary residence the last two months. The last primary difference deals with income characteristics. The decennial Census form asks total income for the previous year (1999 for the 2000 Census), however the ACS form asks for income during the previous twelve months from when the form was received which could be at any time during a particular year.

The data base generated from the ACS is very easy to access and is user friendly, however there are many challenges as well. For some of the data there is a high margin of error. Displaying and communicating the data is going to be more difficult in part due to the margins of error. Larger communities will be able to "cherry pick" the data because they will have three data series sets from which to choose (1, 3, or 5 year) while the smaller communities will have more limited choices possibly leaving them at a

disadvantage when it comes to competing for grant funds that are based on the data generated from the ACS.

By mid 2010, detailed characteristics will become available for geographic areas down to the block group level based on a five year sample through the ACS. CDRPC will be using the data generated from the 5 year data products since they will have the most reliable and consistent data sets and will revise the Community fact sheets accordingly on an annual basis as the data is released. CDRPC will be hosting a series of workshops on accessing, understanding and communicating ACS data in the coming year.

8. LTCP – CSO Update

A quarterly progress meeting was held on December 15, 2009 with DEC regarding the modeling and to discuss the next steps towards evaluating control alternatives.

There has been a request to extend the project until September 1, 2010. While DEC has provided a verbal agreement to the extension, we are still awaiting their final written approval. With the completion of the data analysis and modeling work, the primary focus during the next several months will be an investigation of alternative management structures that will be responsible to implement the Long Term Control Plan.

9. Other Business

Rocky announced that Henry Dennis is resigning from the CDRPC Commission as of January 1, 2010. Henry has been serving on the Commission since 1984. A plaque will be made for Henry in recognition of his service to CDRPC.

Mike Stammel, who also serves as the CDRPC representative on the CDTC Policy Board, provided the Board with an outline of roles and responsibilities of the Capital District Transportation Committee as the designated Metropolitan Planning Organization for the Capital Region.

Jack Murray added that he would like to see an update on the Foreign Trade Zone activities and future plans for 2010 and 2011 at the March meeting.

10. Staff Activity Report

CDRPC will be hosting a meeting on January 6, 2010 at 1pm. NYSERDA will discuss a grant opportunity to implement energy conservation measures. 100% funding will be available for communities that have done an energy conservation audit. NYSERDA will answer questions regarding the Request For Proposals to help the communities prepare their application, which will be due by the end of January. CDYCI may be applying for funds to implement energy conservation measures at the Secure Detention facility.

Rocky will send an email to the Board with more information regarding the January 6 meeting.

11. **Next Meeting Date**

The next Commission meeting will be held January 20, 2010 at 8:30am.

Adjournment

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara Mauro".

Barbara Mauro
Secretary