



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850 FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: [cdrpc@cdrpc.org](mailto:cdrpc@cdrpc.org)

## 2011 Officers

### Chair

Barbara Mauro

### Vice Chair

Willard Bruce

### Secretary

James Shaughnessy

### Treasurer

John Murray

## Members

### Albany County

John J. Brown  
Willard A. Bruce  
John Graziano, Jr.  
Lucille M. McKnight  
Michael B. Whalen, Jr.

### Rensselaer County

Judy H. Bresefor  
Stan Brownell  
Leon B. Fiacco  
James D. Shaughnessy  
Michael Stammel

### Saratoga County

Fred Acunto  
Philip Barrett  
Jason Kemper  
John Murray  
Paul Sausville

### Schenectady County

Robert Godlewski  
Gary Hughes  
Barbara Mauro  
Michael Petta  
David Vincent

## Staff

### Executive Director

Rocco Ferraro, AICP

### Director of Information Services

David Lang Wardle, AICP

### Program Manager/GIS

Todd M. Fabozzi

### Senior Planner

Deborah A. Shannon

### Assistant Planner

Joanna H. King

### Office Manager

Donna M. Reinhart

## COMMISSION MEETING

8:30 am, Wednesday, December 14, 2011

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

## AGENDA

1. Welcome/Introduction of Guests
2. October 19th 2011 Meeting Minutes\*
3. Financial Statement through November 30th 2011 (Memo 11-25)\*
4. Report from Nominating Committee (Memo 11-26)\*
5. Proposed 2012 Provisional Budget (Memo 11-27)\*
6. Proposed 2012 Meeting Schedule (Memo 11-28)\*
7. The Year In Review (Memo 11-29)
8. LTCP - CSO Update (Memo 11-30)
9. Inter-Municipal Agreement and Bylaws (Memo 11-31)
10. Staff Activity Report
11. Other Business
12. Next Commission Meeting Date: January 18th, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

October 19, 2011

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

### MINUTES

**PRESENT:** Lucille McKnight, Michael Whalen, Jr., Judy Breselor, Stan Brownell, Fred Acunto, John Murray, Paul Sausville, Barbara Mauro

**ABSENT;** John Brown, Willard Bruce, John Graziano, Leon Fiacco, James Shaughnessy, Michael Stammel, Philip Barrett, Jason Kemper, Robert Godlewski, Gary Hughes, Michael Petta, David Vincent

**PRESIDING:** Barbara Mauro, Chair, called the meeting to order at 8:30 am.

**1. Welcome/Introduction of Guests**

There were no guests in attendance.

**2. July 20, 2011 Meeting Minutes**

The minutes were distributed before the meeting.

**Action Taken**

No action taken due to lack of quorum.

**3. Appointment of Nominating Committee**

Barbara Mauro selected Judy Breselor as Chair and Paul Sausville to serve on the nominating committee for 2012 officers. Judy will report back at the December commission meeting with the recommendations for 2012 officers.

**4. Financial Statement through September 30, 2011**

The financial statement represents activities through September 30, 2011. The revenues are at 81.1% of the budgeted amount and expenses are at 65.3%. There is approximately \$169,017 cash in the bank and outstanding receivables totaling \$112,090. There are also three Certificates of Deposit totaling \$87,723.11.

The third quarter invoices have been sent out to the appropriate billing agencies for the CDYCI, CSO, Water Quality, and the UPWP work programs.

**Action Taken**

No action taken due to lack of quorum.

**5. HUD Sustainable Communities Regional Planning Grant Submittal**

CDRPC submitted the Sustainable Communities Regional Planning Grant application to HUD as the lead application on October 4, 2011. This grant is an initiative jointly implemented by HUD, the US Department of Transportation, and the US Environmental Protection Agency (EPA) and is designed to create and support Regional Plans that integrate housing, land use, economic and workforce development, transportation and infrastructure investments.

Though CDRPC will be the lead applicant, a strong consortium of 42 partners has been established that includes the public, private, and non-profit sectors. Some of the partners include Affordable Housing Partnership of the Capital Region, Capital District Community Loan Fund, Behan Planning & Designs, CDTC, CEG, CARES, Capital District Community Gardens, Erie Canalway National Heritage Corridor and University at Albany.

The grant is for three years and CDRPC is applying for \$2.4 million from HUD over three years with a match of almost \$1.9 million by the various partners. CDRPC's share over the three year period is \$543,500 with a match of \$187,000.

**6. NYSERDA Climate Smart Communities Grant Award**

In April CDRPC submitted a proposal to provide services under the Climate Smart Communities grant for \$322,000 for the first year. NYSERDA is interested in further pursuing the proposal that was submitted to prepare the scope of work. If an agreement can be reached with NYSERDA, the project team will consist of CDRPC and consulting firms, VHB and Climate Action Associates.

The grant is designed to be a multi-year program, however funding is only available for the first year. NYSERDA does anticipate receiving additional funding for the program as well as providing further clarification of how it will parallel the activities proposed under the Governor's recently announced Cleaner Greener Communities Grant Program.

The first phase of work will be to develop a Regional Greenhouse Gas Inventory including estimates of greenhouse gas emissions from a variety of sources, the preparation of a Climate Smart Strategic Plan to enhance community awareness and understanding of Climate Smart initiatives they may want to pursue, and outreach and support initially to communities that have signed the Climate Smart Pledge.

The footprint for this project is Albany, Rensselaer, Saratoga, Schenectady Counties as well as Columbia and Greene counties. The scope of work is less comprehensive than the Cleaner Greener Grant proposal however, there are parallel activities.

CDRPC will be the lead applicant on the grant. The total grant amount is for \$322,000 and CDRPC's share will be \$75,000.

7. **NYSERDA Cleaner Greener Communities Grant Program**

This grant is a multi stage competitive grant program designed to encourage communities to develop regional sustainable growth strategies. The plan involves an 8 county area including our four counties as well as Columbia, Greene, Warren and Washington counties. A total of \$9.6 million is available to prepare comprehensive Regional Sustainability Plans in each of the ten economic development council regions created by the Governor and to identify the activities or types of projects needed to achieve the Plan's objectives. Up to \$90 million will be made available statewide to implement the projects identified in each Plan. The Plan must be completed within 8 months of contract signing

Despite its emphasis on regional strategies, only municipalities (counties, cities, towns and villages) are eligible to apply. A meeting was held on October 3<sup>rd</sup> with interested municipalities located within the 8 county Capital Region Economic Development Council region to gauge interest in the program. It was agreed to by those in attendance that a single application be submitted with the City of Albany being the lead applicant. The application deadline is October 31, 2011.

Rocky is requesting Commission approval to support this application and work with the City of Albany and all of the Capital Region communities in the preparation of the Regional Sustainability Plan. It is unknown at this time what role CDPRC will play in the Plan.

Paul Sausville inquired if there would be a need to hire another staff person in order to accommodate the workload. Hiring a new staff person is dependent upon a number of factors including staff's continued involvement with the CSO project, the HUD Grant and the Cleaner Greener Communities Grant coming through. Rocky will discuss with the Commission at the next meeting how he plans to proceed in terms of hiring another staff person.

After some discussion, Jack Murray suggested the Commission support the City of Albany in preparing the application for the deadline of October 31, 2011. The others in attendance agreed that CDRPC support makes sense.

**Action Taken**

No action taken due to lack of quorum.

8. **Capital Region Economic Development Council**

The Governor has created ten Economic Development Councils across New York State to prepare a Regional Strategic Plan. The state was subdivided into ten regions using the existing State Labor Department regions. The Capital Region Economic Development Council includes the counties of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington.

The Capital Region Council is co-shared by Dr. Shirley Jackson, the President of RPI and Michael Castellana, the President and CEO of SEFCU.

The draft 5 year Strategic Plan was in the process of being prepared. The next public meetings are scheduled for October 20<sup>th</sup> at 9:30am at the Saratoga Springs City Center and November 3<sup>rd</sup>, location to be announced. The final Strategic Plan will be submitted to the Review Committee on November 15<sup>th</sup>.

The five workgroups that were created are: Key Issues/Opportunities workgroup, Strategic Plan workgroup, Public Engagement Workgroup, Metrics Workgroup and Project Priorities Workgroup. Rocky is involved with the Strategic Plan Workgroup the Key/Issues Opportunities Workgroup and the Metrics Workgroup.

The Strategic Planning Workgroup came up with the following five proposed strategies: demand and reward collaboration, bring coherence to workforce development, improve (renew & expand) infrastructure to support economic development and a vibrant business climate, enhance quality of life and market the strengths and successes of the Capital Region.

There is an initial allocation of \$200 million, \$130 in financial resources and \$70 million in tax credits. The four regions with the top Strategic Plans will each receive \$40 million and the six remaining regions will divide the remaining \$40 million. Paul Sausville inquired if this is new money or reallocation of existing money. The \$200 million is money set aside for economic development initiatives that were included in Empire State Development 2011-2012 budget.

In addition, there is approximately \$800 million in funding from over 13 agencies including Parks & Recreation, the Canal Corporation, Economic Development, Transportation, etc which will be reviewed and ranked by the local Regional Councils through the Consolidated Funding Application process. In order to apply for funding, the CFA process must be used. The CFA deadline is October 31, 2011.

The Regional Councils will identify their preferred list of endorsed projects to the funding agencies by November 14, 2011.

#### **9. LTCP – CSO Update**

The CSO Long Term Control Plan was submitted to NYS DEC on June 30, 2011. To date, no information has been forthcoming on the NYS DEC review.

NYS DOS has informed CDRPC that they expect to release grant applications for another round of SMSI. CDRPC will be preparing an application for funding to explore alternative organizational arrangements for Phase II of the CSO Project.

#### **10. Staff Activity Report**

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

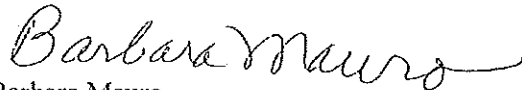
11. **Other Business**

The next Commission meeting is scheduled for December 21, 2011, however Rocky suggested moving the meeting to December 14 due to the Christmas holiday. An email will be sent to the Commissioners inquiring which date works best for them. Once that information is received, we will inform the Commissioners of the December meeting date.

**Adjournment**

No action taken due to lack of quorum.

Respectfully submitted,

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

Barbara Mauro,  
Chair



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## MEMORANDUM (#11-25)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** December 7, 2011  
**Re:** Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through November 2011. Through the first eleven months of the fiscal year, revenues are at 84.5% of the budgeted amount and expenses are at 88.0%.

The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. (October – December). For expenses, with the exception of the utility costs, the rent has been fully paid for 2011 along with the employee health insurance. Also, the New York State Retirement bill payment due in February 2012 was fully paid in the amount of \$62,259 which is reflected on the statement. Last year, the amount paid into the Retirement system was \$38,364.

As noted on the Statement of Financial Condition, on November 30th we had \$93,720 cash in the bank and outstanding receivables totaling \$86,143. We also have three Certificates of Deposit which are listed on the following table.

CD #	Value	Expires
153153	\$ 31,503.20	January 13, 2012
000224	\$ 21,204.81	April 17, 2012
943799	\$ 35,122.71	November 23, 2012
Total: \$ 87,830.72		

**CDRPC 2011 Income Statement**

<b>Account</b>	<b>2011 Budget</b>	<b>Sep 11</b>	<b>Oct 11</b>	<b>Nov 11</b>	<b>Year-to-Date</b>	<b>Balance</b>	<b>YTD %</b>
<b>2011 REVENUE</b>							
R2390.1 Albany County	\$ 76,197.00	\$ -	\$ -	\$ -	\$ 76,197.00	\$ -	100.0%
R2390.2 Rensselaer County	39,458.00	-	-	-	39,458.00	-	100.0%
R2390.3 Saratoga County	51,900.00	-	12,975.00	-	51,900.00	-	100.0%
R2390.4 Schenectady County	37,911.00	-	9,477.75	-	37,911.00	-	100.0%
R2401.0 Interest & Earnings	2,000.00	25.62	18.80	123.56	397.78	1,602.22	19.9%
R2770.1 Miscellaneous	100.00	-	-	-	37.95	62.05	38.0%
R2770.3 Contractual Services	25,000.00	700.00	-	-	3,700.00	21,300.00	14.8%
R2770.4 FTZ#121	30,000.00	-	-	-	25,000.00	5,000.00	83.3%
R2770.5 Conferences	6,000.00	120.00	-	-	3,720.00	2,280.00	62.0%
R2770.6 CDYCI	80,000.00	20,000.00	-	-	60,000.00	20,000.00	75.0%
R3900.6 CSO Grant	50,000.00	5,750.62	-	-	40,703.95	9,296.05	81.4%
R3900.7 Health Dept	25,000.00	6,091.27	-	-	6,091.27	18,908.73	24.4%
R4000.2 EDA	70,000.00	25,559.47	-	-	60,559.47	9,440.53	86.5%
R4000.3 Water Quality	54,000.00	12,480.56	-	-	47,046.38	6,953.62	87.1%
R4000.4 UPWP	110,000.00	29,946.07	-	-	102,694.63	7,305.37	93.4%
<b>Gross Revenue</b>	<b>\$ 657,566.00</b>	<b>\$ 100,673.61</b>	<b>\$ 22,471.55</b>	<b>\$ 123.56</b>	<b>\$ 555,417.43</b>	<b>\$ 102,148.57</b>	<b>84.5%</b>
<b>2011 EXPENSE</b>							
E.1010 Salaries	\$ 378,000.00	\$ 31,437.28	\$ 31,437.28	\$ 31,437.28	\$ 345,810.08	\$ 32,189.92	91.5%
E.1030 Temporary Services	-	-	-	-	-	-	
E.2010 Office Equipment	4,000.00	229.00	1,709.00	229.00	3,770.00	230.00	94.3%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	-	4,995.00	1,005.00	83.3%
E.4030 Consultant Services	11,000.00	-	315.00	-	8,315.00	2,685.00	75.6%
E.4040 Agency Memberships	4,500.00	-	-	-	3,450.00	1,050.00	76.7%
E.4051 Computer Supplies/Software	5,500.00	-	749.99	-	4,333.49	1,166.51	78.8%
E.4055 Data Purchases	500.00	-	-	-	150.00	350.00	30.0%
E.4060 Equipment Maintenance	1,500.00	-	128.00	-	128.00	1,372.00	8.5%
E.4070 Office Supplies	3,000.00	119.57	668.77	226.71	2,510.76	489.24	83.7%
E.4080 Books & Journals	750.00	37.70	-	-	288.81	461.19	38.5%
E.4090 Printing & Publishing	6,500.00	-	568.25	-	2,195.47	4,304.53	33.8%
E.4110 Rent	64,000.00	4,925.64	4,885.01	4,926.49	59,183.22	4,816.78	92.5%
E.4120 Telephone	4,000.00	258.42	255.16	251.38	3,246.71	753.29	81.2%
E.4121 Internet	1,500.00	77.91	77.91	77.91	725.49	774.51	48.4%
E.4130 Travel	10,000.00	2,566.28	605.60	-	6,712.96	3,287.04	67.1%
E.4140 Equipment Repairs	500.00	-	-	-	-	500.00	0.0%
E.4150 Postage	3,500.00	300.00	150.00	44.00	1,774.85	1,725.15	50.7%
E.4160 Miscellaneous	1,000.00	-	-	-	260.24	739.76	26.0%
E.4170 Payroll Services	1,800.00	142.50	142.50	142.50	1,624.50	175.50	90.3%
E.4190 Contingent Fund	1,000.00	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,308.21	191.79	87.2%
E.4210 Meeting Expenses	2,000.00	20.97	27.25	85.59	711.73	1,288.27	35.6%
E.4260 Bad Debt Expense	-	-	-	-	-	-	
E.8010 NYS Retirement	66,000.00	-	-	62,259.00	62,259.00	3,741.00	94.3%
E.8030 FICA	30,000.00	2,434.04	2,434.04	2,434.04	26,774.44	3,225.56	89.2%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,775.60	724.40	71.0%
E.8050 Ins.-Health	80,000.00	5,636.82	5,636.82	5,636.82	67,847.69	12,152.31	84.8%
E.8060 Ins.-Unemployment	1,200.00	-	-	-	540.59	659.41	45.0%
E.8070 Prof. Memberships	1,000.00	-	-	-	395.00	605.00	39.5%
E.8080 Continuing Education	1,000.00	275.00	250.00	-	525.00	475.00	52.5%
<b>Gross Expenses</b>	<b>\$ 694,750.00</b>	<b>\$ 48,461.13</b>	<b>\$ 50,040.58</b>	<b>\$ 107,750.72</b>	<b>\$ 611,611.84</b>	<b>\$ 83,138.16</b>	<b>88.0%</b>
<b>Net Operating Income</b>	<b>\$ (37,184.00)</b>	<b>\$ 52,212.48</b>	<b>\$ (27,569.03)</b>	<b>\$ (107,627.16)</b>	<b>\$ (56,194.41)</b>		
A909 Fund Balance-Unreserved	37,184.00	-	-	-	-		
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 52,212.48</b>	<b>\$ (27,569.03)</b>	<b>\$ (107,627.16)</b>	<b>\$ (56,194.41)</b>		



# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition

November 30, 2011

#### Assets

Cash — Checking	\$	30,663.79
Cash — Money Market		63,055.76
Cash — Certificates of Deposit		87,830.72
Petty Cash		200.00
Net Due from Private Persons/Organizations		-
Due from State & Federal Governments		67,568.22
Due from Other Governments		18,574.67
Prepaid Expenses		856.99
Carryover Revenue		-

*Sub-Total: Assets* \$ 268,750.15

Expenses — Year-to-Date 611,611.84

**Total** \$ 880,361.99

#### Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		-
Deferred Project Revenue		9,440.53
Fund Balance — Unrestricted		315,504.03
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	324,944.56
Revenue — Year-to-Date	\$	<u>555,417.43</u>

**Total** \$ 880,361.99

**Net Income (Loss)** \$ (56,194.41)



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## MEMORANDUM (#11-26)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

**Re:** Nominating Committee

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Commissioner Judy Breselor, Chair of the Nominating Committee, will present the proposed slate of officers for 2012 to the Board for your discussion and approval. The term of office is one year for the following positions: Chair, Vice Chair, Secretary, and Treasurer.



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## MEMORANDUM (#11-27)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

**Re:** Proposed 2012 Provisional Budget

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Enclosed for your review and approval is the proposed 2012 Provisional Budget for CDRPC operations.

The proposed budget includes three columns in addition to the Account names. The first column identifies the 2011 Approved Budget amount, the second is the proposed 2012 Budget amount, and the third column represents the difference between the 2011 and 2012 Budgets.

Budget highlights include the following:

- The proposed county dues will remain the same for 2012. However, each county's assessment has been revised to reflect its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967. Also, any adjustment by one county impacts the contributions from the remaining three counties.
- The \$20,000 in Contractual Services represents the aggregate amount of signed contracts with several of the area school districts plus other possible contractual arrangements presently under discussion.
- Anticipated revenue from the Combined Sewer Overflow study is \$25,000. The Long Term Control Plan was submitted to DEC and EPA for their review on June 30, 2011. DEC will be contacting us to set up a meeting once they finish their review. At that time, we will get an indication of expectations during the next year regarding needed modifications to the submitted plan as well as moving forward with the mitigation measures outlined in the LTCP.

- The Department of Health grant represents the second of a three year contract with Capital District Community Gardens to evaluate the land use/health connection.
- We have been awarded a NYSERDA Climate Smart Communities Regional Coordinators Services grant for approximately \$322,000. The project team will consist of CDRPC and the consulting firms of VHB and Climate Action Associates. Both firms are very familiar and knowledgeable about the Climate Smart Communities Program and are currently under contract with the City of Albany's Office of Sustainability. CDRPC's share of the grant is approximately \$72,000. CDRPC will serve as Project Manager.
- Under salaries, the proposed overall increase is 1.5%. At this time, there is no change in the number of staff needed to carry out the proposed work program. However, depending upon securing other grant opportunities or taking on additional responsibilities other than what is envisioned at this time, there may be a need for a budgetary adjustment for additional staff support.
- The Intern line item has been refunded in order to assist the staff in carrying out the work program. With the release of 2010 Census data and data from the American Community Survey, it is critical that we continually update our data files, in particular the Community Fact sheets to reflect the recently released data. Through November of this year, we've had nearly 1.1 million hits on our web site. It is important that the posted data be timely and accurate to assure quality services to our customer base.
- The Printing Line item has been increased to reflect the amount included as part of the NYSERDA budget for the Climate Smart Communities Grant.
- The contribution to the State Retirement system is based on an estimated 2013 payment that will be paid in December 2012. Depending upon the employee's tier, the projected rate will range from 18.6% to 23.2% of the projected salary. The recently paid 2012 payment ranged from 15.8% to 19.7%.
- Despite an overall increase in Health insurance rates, staff changes in policy coverage will result in approximately the same overall costs to the Commission for its share of costs.
- \$11,884 will be taken from the Unreserved Fund Balance to balance the proposed 2012 Budget. For 2011, it appears that we will be drawing down approximately \$10,000 from our Fund Balance despite appropriating \$37,184 in order to balance the 2011 budget. If that is the case, our end of the year 2011 Fund Balance will be approximately \$305,000.

**CDRPC 2012 Proposed Provisional Budget**

Account	2011 Approved Budget	2012 Proposed Budget	
		Amount	Change
<b>REVENUE</b>			
R2390.1 Albany County	\$ 76,197.00	\$ 74,590.00	\$ (1,607.00)
R2390.2 Rensselaer County	39,458.00	39,091.00	(367.00)
R2390.3 Saratoga County	51,900.00	53,847.00	1,947.00
R2390.4 Schenectady County	37,911.00	37,938.00	27.00
R2401.0 Interest & Earnings	2,000.00	1,500.00	(500.00)
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	25,000.00	20,000.00	(5,000.00)
R2770.4 FTZ#121	30,000.00	30,000.00	-
R2770.5 Conferences	6,000.00	6,000.00	-
R2770.6 CDYCI	80,000.00	80,000.00	-
R3900.5 Dept. of State	-	-	-
R3900.6 CSO Grant	50,000.00	25,000.00	(25,000.00)
R3900.7 Health Dept	25,000.00	17,000.00	(8,000.00)
R4000.2 EDA	70,000.00	70,000.00	-
R4000.3 Water Quality	54,000.00	67,000.00	13,000.00
R4000.4 UPWP	110,000.00	120,000.00	10,000.00
NYSERDA	-	72,000.00	72,000.00
<i>Gross Revenue</i>	\$ 657,566.00	\$ 714,066.00	\$ 56,500.00
<b>EXPENSE</b>			
E.1010 Salaries	\$ 378,000.00	\$ 384,000.00	6,000.00
E.1030 Intern	-	14,000.00	14,000.00
E.2010 Office Equipment	4,000.00	4,000.00	-
E.2020 Furniture & Furnishings	1,000.00	1,000.00	-
E.4020 Workshops & Conferences	6,000.00	6,000.00	-
E.4030 Consultant Services	11,000.00	11,000.00	-
E.4040 Agency Memberships	4,500.00	4,500.00	-
E.4051 Computer Supplies/Software	5,500.00	5,500.00	-
E.4055 Data Purchases	500.00	500.00	-
E.4060 Equipment Maintenance	1,500.00	1,500.00	-
E.4070 Office Supplies	3,000.00	3,000.00	-
E.4080 Books & Journals	750.00	750.00	-
E.4090 Printing & Publishing	6,500.00	10,000.00	3,500.00
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,000.00	4,000.00	-
E.4121 Internet	1,500.00	1,000.00	(500.00)
E.4130 Travel	10,000.00	10,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,500.00	3,000.00	(500.00)
E.4160 Miscellaneous	1,000.00	1,000.00	-
E.4170 Payroll Services	1,800.00	1,900.00	100.00
E.4190 Contingent Fund	1,000.00	1,000.00	-
E.4200 Insurance-General	1,500.00	1,500.00	-
E.4210 Meeting Expenses	2,000.00	2,000.00	-
E.8010 NYS Retirement	66,000.00	75,000.00	9,000.00
E.8030 FICA	30,000.00	31,600.00	1,600.00
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	80,000.00	78,000.00	(2,000.00)
E.8060 Ins.-Unemployment	1,200.00	1,200.00	-
E.8070 Prof. Memberships	1,000.00	1,000.00	-
E.8080 Continuing Education	1,000.00	1,000.00	-
<i>Gross Expenses</i>	\$ 694,750.00	\$ 725,950.00	\$ 31,200.00
<i>Net Operating Income</i>	\$ (37,184.00)	\$ (11,884.00)	.
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	37,184.00	11,884.00	.
<i>Net Income</i>	\$ -	\$ -	\$ -



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: [cdrpc@cdrpc.org](mailto:cdrpc@cdrpc.org)

## 2011 Officers

**Chair**  
Barbara Mauro

**Vice Chair**  
Willard Bruce

**Secretary**  
James Shaughnessy

**Treasurer**  
John Murray

## Members

**Albany County**  
John J. Brown  
Willard A. Bruce  
John Graziano, Jr.  
Lucille M. McKnight  
Michael B. Whalen, Jr.

**Rensselaer County**  
Judy H. Breselor  
Stan Brownell  
Leon B. Fiacco  
James D. Shaughnessy  
Michael Stammel

**Saratoga County**  
Fred Acunto  
Phillip Barrett  
Jason Kemper  
John Murray  
Paul Sausville

**Schenectady County**  
Robert Godlewski  
Gary Hughes  
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**Director of Information Services**  
David Lang Wardle, AICP

**Program Manager/GIS**  
Todd M. Fabozzi

**Senior Planner**  
Deborah A. Shannon

**Assistant Planner**  
Joanna H. King

**Office Manager**  
Donna M. Reinhart

## MEMORANDUM (#11-28)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

**Re:** 2012 Proposed Meeting Schedule

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The following are proposed dates for the 2012 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 8:30 AM.

January 18, 2012

March 21, 2012

May 16, 2012

July 18, 2012

October 17, 2012

December 19, 2012



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## MEMORANDUM (#11-29)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

**Re:** 2011: The Year in Review

---

I will be making a Power Point presentation outlining the Commission's accomplishments during 2011.

Overall, 2011 was a very productive year and I am gratified by the positive feedback I continually receive about the Commission's work. Many thanks to the staff and the Commission members for their hard work and dedication to accomplish CDRPC's program objectives during 2011 and I look forward to a productive 2012.



FTZ #121

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### Office Manager

Donna M. Reinhart

## MEMORANDUM (#11-30)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

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

In mid November, CDRPC received word that NYS DEC and the US EPA are reviewing the draft Long Term Control Plan and would be contacting us to set up a meeting once they had finished their review. NYS DEC estimated that the meeting would occur in early to mid December.

On November 29, two US EPA staff members visited the cities of Albany, Cohoes and Rensselaer to take a look at the Big C overflow and overflow points that discharge into streams.

NYS DOS has not yet released the RFP for the next round of SMSI funding. It is anticipated that as soon as the RFP is announced, CDRPC will prepare an application for funding to explore alternative organizational arrangements for Phase II of the CSO project.





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Donna M. Reinhart

## MEMORANDUM (#11-31)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** December 7, 2011

**Re:** Inter-Municipal Agreement & Bylaws

Enclosed for your information is the Inter-Municipal Agreement establishing the Commission and the Bylaws governing our operation. CDRPC was established in 1967 under Articles 12-B and 5-G of General Municipal Law by Albany, Rensselaer, Saratoga and Schenectady Counties. The dues paid to the Commission are per the approved bylaws which state that it be based on "its proportionate share of expenses based on the last available U.S. official full count census."

In 1977, there was an amendment to the Agreement quoting only Article 5G as the legal basis for establishing the Commission. However, the basic functions remained the same as outlined under Article 12B. The reason for the change was, at that time, Article 12B required that the county engineer or superintendent of highways along with the County Comptroller, of each participating county shall be an ex-officio member of the Regional Planning Board. The four counties never complied with that requirement and therefore reference to Article 12B was dropped.

As a footnote, in 1997, based on the recommendations of the State Legislative Commission on Rural Resources and adopted by the State Legislature, Article 12B was modified to among other things, remove the requirements associated with ex-officio membership. As now written, Article 12B is now in line with how CDRPC and the other regional councils in New York State currently operate.

In 1983, the four counties passed a resolution further amending the Inter-municipal agreement. The Commission was reorganized and the bylaws were amended to expand the Commission's membership from 12 to 20 members in order for the Board to carry out the governing Board functions of an Economic Development District.

AGREEMENT ESTABLISHING CAPITAL DISTRICT REGIONAL  
PLANNING COMMISSION

WHEREAS, Article 12-B of the General Municipal Law provides that the Board of Supervisors of any county alone, or in collaboration with the governing bodies of any adjacent counties, may establish a Regional or County Planning Board, and

WHEREAS, Article 5-G of the General Municipal Law provides for the performance of joint municipal cooperative activities including a Regional Planning Board, and

WHEREAS, The counties of Albany, Rensselaer, Saratoga and Schenectady have been denominated a standard metropolitan statistical area by the federal government, and

WHEREAS, A Regional Planning Board comprised of representatives of the above-named counties is in the public interest of the citizens of said counties, and

WHEREAS, Pursuant to Article 5-G of the General Municipal Law any county may enter an agreement with another county or counties for such a Regional Planning Board, now therefore, it is hereby

AGREED, By and between the counties of Albany, Rensselaer, Saratoga and Schenectady, as follows:

ARTICLE I

CREATION AND PURPOSE

1. That there is hereby created a Regional Planning Commission to be comprised of representatives of the counties of Albany, Rensselaer, Saratoga and Schenectady, and to be known as the Capital District Regional Planning Commission.

2. The purposes of this Commission shall be to perform planning work consisting of, among other things, surveys, land studies and technical services, and it shall study the needs and conditions of the planning in the area served by the respective municipalities making up the Commission, and to prepare a comprehensive master plan for the development of the entire area of the participating counties and to encourage the development of comprehensive planning within the area to be served.

3. In carrying out its purposes, the Commission shall provide the leadership in developing a coordinative, comprehensive master plan for the development of the entire area to be served by the Commission, and to encourage and assist public and private agencies and persons to undertake a coordinative, comprehensive planning program.

## ARTICLE II

### MEMBERSHIP AND ORGANIZATION

1. The Commission shall consist of three members from each of the participating counties, who shall be appointed by the respective Boards of Supervisors of said counties and shall be residents of the county from which they are appointed.

2. The term of membership on the Commission shall be the same as the term of the appointing body and shall terminate upon the expiration of the term of the appointing body.

3. Members shall receive no compensation for their services, but shall be entitled to be paid the expenses actually and necessarily incurred by them in the performance of their duties, which shall be paid to them by the county which they represent.

4. No person shall be ineligible for appointment to said Commission by virtue of any other public office or employment.

5. The Commission shall annually elect a chairman, a vice-chairman and a secretary from its membership, no two of whom shall be representatives of the same county.

6. The Commission shall annually select the chief fiscal officer of one of the participating counties to act as the fiscal officer of the Commission, which selection shall be on annual rotating basis.

7. Vacancies on said Commission shall be filled by the appointing body of the original member.

8. The participating counties shall provide meeting space in a county building and the meetings shall rotate between the county seats on an alphabetical basis.

9. The Commission shall meet within thirty days after the adoption of this Agreement by all participants and in January of each year to organize, and such other meetings as shall be deemed necessary to fulfill its purposes shall be held by said Commission.

10. At the request of the Commission, the participating counties shall provide technical and professional personnel and services to the extent feasible on an equivalent value basis to the extent necessary to carry out the functions of the Commission, which services shall be provided without charge to the Commission by the participating counties unless otherwise provided by the respective Boards of Supervisors of each of the participating counties.

## ARTICLE III

### POWERS AND DUTIES

1. Upon request of any municipality or political subdivision within the area of the Commission, or of any agency of the county, state or federal government, the Commission shall have power to review and recommend concerning any proposed project undertaken within the area to be served.

2. To study local, state and federal programs affecting two or more of the participating counties and to review and report such plans and/or projects to all interested parties.

3. To encourage and assist compliance with the coordinative, comprehensive plan for the proper development of the area and to provide guidance and assistance to public and private agencies in planning projects.

4. To receive, hold and administer appropriations, gifts and donation of any kind from any source.

5. To conduct studies and hearings as the Commission determines necessary for the discharge of its duties and responsibilities.

6. To make recommendations to the respective Boards of Supervisors and to the state and federal governments concerning planning programs within the area.

7. To prepare a comprehensive master plan for the development of the entire area of the participating counties, and to prepare a preliminary report concerning such plan on or before January 1st, 1968.

8. To enter into contracts to provide for technical and professional services in adopting a coordinative, comprehensive master plan upon the approval of each of the legislative governing bodies of the respective counties involved.

9. To receive and expend grants from private foundations or agencies and to apply for and accept grants from the federal government or the state government, including applications and grants pursuant to Title 701 of the Federal Housing Act of 1954, as amended, and to enter contracts for and agree to accept such grants upon the approval of each of the respective legislative bodies of the participating counties.

10. To appoint Advisory Committees to assist in carrying out the principal functions of the Commission.

COUNTY OF ALBANY

By: CHARLES E. CAHILL  
Chairman, Board of Supervisors

COUNTY OF RENSSELAER

By: JOSEPH L. FITZGERALD, SR.  
Chairman, Board of Supervisors

COUNTY OF SARATOGA

By: STEPHEN DeMARCO  
Chairman, Board of Supervisors

COUNTY OF SCHENECTADY

By: THEODORE BIRBILIS  
County Manager

I, Charles E. Cahill, Executive Director, do hereby certify that the foregoing Agreement is an exact copy of the original document, approved with resolution from each County Legislature in August, 1967.

AGREEMENT ESTABLISHING THE CAPITAL  
DISTRICT REGIONAL PLANNING COMMISSION

( 1977 Amendments )

WHEREAS, Article 5-G of the General Municipal Law provides for the performance of joint municipal cooperative activities including a Regional Planning Board, and

WHEREAS, the counties of Albany, Rensselaer, Saratoga and Schenectady are part of a Standard Metropolitan Statistical Area as determined by the federal government, and have previously established a Regional Planning Board known as the Capital District Regional Planning Commission, and

WHEREAS, a Regional Planning Board comprised of representatives of the above named counties is in the public interest of the citizens of said counties, now, therefore, it is hereby

AGREED, by and between the counties of Albany, Rensselaer, Saratoga and Schenectady as follows:

WITNESSETH

It is hereby amended and agreed by and between the governing bodies of the counties of Albany, Rensselaer, Saratoga and Schenectady as follows:

ARTICLE I

CREATION AND PURPOSE

1. That there is hereby created a Regional Planning Commission to be comprised of representatives of the counties of Albany, Rensselaer, Saratoga and Schenectady, and to be known as the Capital District Regional Planning Commission.

2. The purpose of this Commission shall be to perform planning work consisting of, among other things, surveys, planning studies and technical services; and it shall study the need and conditions of the planning in the entire area covered by the counties of Albany, Rensselaer, Saratoga and Schenectady and prepare a comprehensive plan for the development of the said area and to encourage the development of comprehensive planning within the area served, provided however, that no such comprehensive plan shall be adopted without the approval of each of the governing bodies of the four counties. The Commission may also adopt specific functional plans which shall be subject to approval of the counties affected.

3. In carrying out its purposes, the Commission shall provide leadership in developing a coordinative, comprehensive plan for the development of the entire area to be served by the Commission, and encourage and assist public and private agencies and persons to undertake a coordinative, comprehensive planning program.

ARTICLE II  
MEMBERSHIP AND ORGANIZATION

1. The Commission shall consist of three members from each of the participating counties, who shall be appointed by the respective governing bodies of said counties and shall be residents of the county from which they are appointed.
2. The term of membership on the Commission shall be the same as the term of the appointing authority and shall terminate upon the expiration of the term of the appointing authority.
3. No person shall be ineligible for appointment to said Commission by virtue of any other public office or employment.
4. The Commission shall annually elect a Chairman, a First Vice-Chairman, Second Vice-Chairman, and a Secretary-Treasurer from its membership, no two of whom shall be representatives of the same county.
5. Vacancies on said Commission shall be filled by the appointing authority of the original member.
6. The Commission shall meet at its regular meeting in January of each year to elect its officers.
7. Regular meetings of the Commission shall be held once each month at a time and place designated by the Commission. At the request of the Commission, the participating counties shall provide meeting space in a county building. All meetings of the Commission shall be public meetings. Special meetings may be called as deemed necessary.

ARTICLE III  
POWERS AND DUTIES

1. Upon request of any municipality or political sub-division within the area of the Commission, or of any agency of the county, state or federal government, the Commission shall have the power to review and recommend concerning any proposed ordinance, plan, or project undertaken within the area to be served.
2. To encourage and assist compliance with the coordinative, comprehensive plan for the proper development of the area and to provide guidance and assistance to public and private agencies in planning projects.
3. To receive, hold and administer appropriations, grants, gifts and donations of any kind from any source.
4. To conduct studies and hearings as the Commission determines necessary for the discharge of its duties and responsibilities.

5. To make recommendations to the respective governing bodies of the participating counties and to the state and federal governments concerning planning programs within the area.

6. To prepare, adopt, revise and maintain, in whole or in part, a comprehensive plan for the development of the entire area covered by the counties of Albany, Rensselaer, Saratoga and Schenectady, provided however, that no such comprehensive plan shall be adopted or revised, in whole or in part, without the approval of the governing bodies of each of the participating counties. The Commission may also prepare, adopt, revise and maintain in whole or in part functional plans which shall be subject to the approval of the counties affected.

7. To provide a central clearinghouse for planning and development information to government agencies, civic associations and private institutions. Such activities should be performed in consultation with and at the request of relevant agencies, associations and institutions to provide maximum feasible participation as deemed necessary by the Commission.

8. To perform areawide clearinghouse functions pursuant to Circular A-95 of the U.S. Office of Management and Budget for the implementation of Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 and Title IV of the Intergovernmental Cooperation Act of 1968.

9. To receive and expend grants from private foundations or agencies and to apply for and accept grants from the federal government or the state government, including applications and grants pursuant to Title 701 of the Federal Housing Act of 1954, as amended, and to enter contracts for and agree to accept such grants upon the approval of each of the respective governing bodies of the participating counties.

10. To appoint Advisory Committees to assist in carrying out the principal functions of the Commission.

#### ARTICLE IV

#### REPORTS

The Commission shall make a written annual report to the County Executives, if any, and the Legislative bodies of the participating counties before March 1st of each year. Such report shall contain a full statement of the financial condition of the Commission at the close of the previous calendar year.



## ARTICLE V

### FINANCING

1. The Commission shall annually prepare an operating budget to carry out the responsibilities set forth in this Agreement and submit such budget to the County Executives, if any, and Legislative bodies of each of the participating counties on or before the first day of August prior to the calendar year for which the budget is prepared.

2. The governing bodies of each of the participating counties shall make available to the Commission its proportionate share based on the last available U.S. official full-count census, in such manner as shall be mutually agreed upon by the participating counties, of the expenses of the Commission. The participating counties shall not be chargeable with any expense incurred by the Commission except as specified herein.

3. The Commission shall annually elect a Secretary-Treasurer from its members on a rotating basis alphabetically by county, who shall act as a fiscal officer of the Commission. As fiscal officer, the Secretary-Treasurer is designated by the Commission to receive any appropriations, grants, gifts and donations of any kind on behalf of the Commission. The Secretary-Treasurer shall execute an official undertaking conditioned for the faithful performance of duties in the manner provided in section four hundred and three of the County Law. Such undertaking shall be approved by the governing bodies of each of the participating counties.

4. The participating counties, or the duly authorized representatives of any of them, shall have access to and have the right to examine any books, documents, papers and records of the Commission involving transactions related to this Agreement, and may conduct a fiscal and program audit.

## ARTICLE VI

### EXECUTIVE ACTION

All actions of the Rensselaer County Legislature hereunder shall be subject to the approval or veto of the Rensselaer County Executive and reconsideration by the Rensselaer County Legislature, and Section 3.06 of the Rensselaer County Charter shall apply thereto.

ARTICLE VII

EFFECTIVE DATE

This Agreement, as amended, shall take effect immediately upon the adoption of concerning resolution by the counties of Albany, Rensselaer, Saratoga and Schenectady.

COUNTY OF ALBANY

By: James J. Cooney

Dated: 3-16, 1977

COUNTY OF RENSSELAER

By: Will T. Murphy

Dated: 3-16-77, 1977

COUNTY OF SARATOGA

By: John F. Lindik

Dated: 3-16-77, 1977

COUNTY OF SCHENECTADY

By: Carl J. Sanford

Dated: 3-29, 1977

AMENDMENTS TO THE AGREEMENT

The following amendments to the Agreement were adopted by the Legislative bodies of the four counties in 1983 and 1984:

RESOLVED, that Article III, Powers and Duties of the Four-County Agreement be amended by adding:

"II. To conduct studies and to make the necessary action for the promotion of economic development of the Region. Such actions may include making application for and receiving grants of authority for a foreign trade zone and subzone(s) within the Capital District area pursuant to the Foreign Trade Zone Act of June 18, 1934, as amended."

RESOLVED, that Paragraph I, Article II, "Membership and Organization" of the Four-County Agreement of 1967 be amended as follows:

"The Commission shall consist of twenty members. Each county shall appoint five members on the Commission who shall be residents of the county from which they are appointed. There shall be two minority representatives who are recommended by the Region's minority groups and appointed by the counties in which they reside. No less than fifty-one percent (51%) of the total board membership of the Commission shall be elected or appointed local government officials, and no less than twenty percent (20%) of the total board membership of the Commission shall represent the private sector."

**BYLAWS**  
**OF**  
**THE CAPITAL DISTRICT REGIONAL PLANNING COMMISSION**

WHEREAS, it is desirable for the Capital District Regional Planning Commission to be governed by rules for the efficient and proper administration of its affairs; it is

THEREFORE, DULY RESOLVED that the following rules are hereby adopted as the Bylaws of the Capital District Regional Planning Commission pursuant to the Agreement between the counties of Albany, Rensselaer, Saratoga and Schenectady establishing the Capital District Regional Planning Commission.

**MEETINGS**

**Section 1. Regular Meetings:**

Regular meetings of the Commission shall be held once every two months at a time and place designated by the Commission. At such meetings there shall be considered any and every matter properly brought to the attention of the Commission without the necessity of prior notice, thereof, given to any members. Regular meetings may be omitted by the Chair for due cause and with notice to members.

**Section 2. Special Meetings**

Special meetings of the Commission may be called by either the Commission Chairman, by written request of at least 50 per cent of the Commission members or by unanimous request of the Commission members of any county. Written notice hereof shall be mailed to the last know address of Commission members not less than five days in advance setting forth the purpose of the meeting.

**Section 3. Quorum**

At any meeting of the Commission, a quorum shall consist of a majority of the then designated members thereof, provided that each County comprising the Commission has a representative at said meeting. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a Special Meeting at a subsequent date.

**Section 4. Voting**

At all meetings of the Commission each member properly appointed and attending shall be entitled to cast one vote. A majority vote of the members present shall be necessary for the adoption of any proposed action, resolution or for any business for which the Commission was established.

**Section 5. Proceedings**

- A. At any regular meeting of the Commission, the following shall be the regular order of business:
  - 1. Establishment of quorum
  - 2. Minutes of the preceding meeting
  - 3. Communications
  - 4. Committee reports and old business
  - 5. New Business
  - 6. Agenda for next succeeding meeting
  - 7. Adjournment
- B. Each formal action of the Commission shall be duly entered in the minutes after affirmative vote.

**Section 6. Rules of Procedures**

- A. All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order, as revised
- C. All meetings of the Commission shall be open to the general public except when such meetings are voted into private executive session by action of a majority of the voting members present.

**Section 7. Officers**

- A. The Commission shall elect, from its membership, annually at the first meeting of each year a Chair, a Vice Chair, a Secretary and a Treasurer) of the Commission, each to represent a different county.
- B. All officers shall be elected for one-year terms and shall hold office until their successors have been elected and qualified at the next annual meeting of the members.
- C. Any officer may resign at any time by notifying the members, the Chairperson or the Secretary of the Commission in writing. Such resignation shall take effect at the time specified and unless otherwise specified in such resignation, the acceptance thereof shall not be necessary to make it effective.
- D. The Commission may elect from its membership to fill the vacancy of any officer for the remaining terms.
- E. All officers shall automatically serve on the Administrative and Financial Committee of the Commission.

**Section 8. Duties of Officers**

**Chair:**

- a. To preside at meetings of the Commission.
- b. To call special meeting of the Commission in accordance with the Bylaws.
- c. To sign when necessary, together with the Secretary documents of the Commission in accordance with the requirement.
- d. To sign contracts or agreements in behalf of the Commission.
- e. To appoint such committees as the Commission may establish.
- f. To perform such additional duties and powers as the Commission shall delegate.

**Vice Chair:**

During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

**Secretary:**

- a. To supervise the minutes of the meeting of the Commission as prepared by the staff..
- b. To supervise the custody of records of the Commission.
- c. To give or serve all notices required by law or by the Bylaws.
- d. To perform such other duties as the Commission may decide.

**Treasurer:**

- a. To sign or endorse in the name of the Commission all checks, drafts, warrants and orders for the payment of money under the direction of the Commission.
- b. To present financial statements of the Commission, which statements shall be presented at regular meetings of the Commission.
- c. To supervise the custody of all financial records of the Commission.)
- d. To perform such other duties as the Commission may decide.)

**Section 9. Executive Director and Staff**

The Commission may employ an Executive Director and other employees. The Executive Director shall be the administrative head of the Commission staff and shall report to the Commission and serve at its pleasure. The Executive Director, or the designee, shall attend all meetings of the Commission and its special committees.

**Section 10. Bylaws Amendment**

The Bylaws of the Commission may be amended by two-thirds of the members present at any meeting of the Commission provided that notice of the said proposed amendments are given to each member in writing at least five days prior to said meeting.

**(The Bylaws were amended and adopted by the Board on February 21<sup>st</sup>, 2003.)**

# *CAPITAL DISTRICT REGIONAL PLANNING COMMISSION*

## **STAFF ACTIVITY REPORT October 10, 2011 to December 4, 2011**

### **A. ADMINISTRATION**

1. The 2011 Q3 billings were prepared and submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, the CSO administrative contract, and the Community Gardens project.
2. The 604(b) Water Quality contract with DEC was approved for another 4 years though the financial authorizations will be made annually based on available funds.

### **B. REGIONAL PLANNING**

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

1. The staff responded to approximately 75 call-in and e-mail data requests during the reporting period.
2. Through November of 2011, CDRPC's website had received 1,087,349 page hits, up 40% over the first 11 months of 2010; and 74,358 visitors, up 42% over the previous year. The Commission continues to receive very positive feedback about the quantity and quality of data available on the site.
3. The staff continues to update and maintain its GIS, and to provide GIS products and services to local governments, agencies and citizens on request.
4. 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. The second release of the 5 year American Community Survey (2006-10) will occur shortly and will be posted on the website similar to the 2005-09 ACS data.
5. The Commission continues to post data from the 2010 Census data as it is released from the Census Bureau on the web site.
6. CDRPC staff provided training to several user groups on the availability and application of the data sets available through the American Community Survey and the 2010 Decennial Census, as well as instruction on how to access these data sets with the Census Bureau's new American FactFinder 2.
7. Staff prepared a demographic and enrollment projection report for the Academy of Holy Names, a Catholic K-12 all-girls school in Albany. The report, prepared under separate contract, was done in conjunction with a master planning study carried out by Mosaic Associates Architects.



## *CAPITAL DISTRICT REGIONAL PLANNING COMMISSION*

8. Staff prepared enrollment projection reports for the Ballston Spa, Shenendehowa, and Schenectady School Districts. A presentation was made to the Shenendehowa Board of Education on the findings on the projections.

### **WATER QUALITY PLANNING**

1. The Staff has continued work on the 604(b) 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 met with the remaining Tivoli Lake stakeholders during this reporting period to discuss the proposed scope of work. A Request for Qualifications was issued in November to engineering firms; a copy of the RFQ is posted on CDRPC's website.
2. Staff is serving on the technical advisory committee of the Mohawk River Watershed Plan being carried out by a consortium of soil and water conservation districts. Staff is also serving on the GIS, Public Outreach, and Watershed Assessment Framework subcommittees.
3. Staff continues to manage the Albany Pool Combined Sewer Overflow Long Term Control Plan Development, which includes the Albany Water Board, the cities of 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 11-30).

### **TRANSPORTATION AND LAND USE**

1. The staff continues to participate on CDTC's Planning Committee, Bike/Ped Taskforce, Capital District Clean Communities Coalition and the Regional Linkage Forum.
2. Staff continues to make public presentations on issues related to regional planning and regional development.
3. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Current linkage studies underway include: The New Scotland Linkage study, the town of Wilton Exit 16 Linkage Study, and the Clifton Park Exit 9 Linkage study. Staff has also reviewed consultant applications for the upcoming Malta Form-based Codes Linkage Study.
4. Staff is participating on the advisory committee of NYSDOT's Mohawk-Erie Multi-modal Transportation Corridor Study.
5. Staff support is being provided to the Village of Menands as part of their Broadway corridor rezoning study.
6. Staff support was provided in the preparation of the regional Cleaner Greener Communities grant proposal submitted to NYSERDA by the City of Albany as the lead applicant.

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7. Staff has continued work on the Healthy Communities grant, which was awarded to the Capital District Community Gardens to address issues of access to healthy foods and to promote healthy lifestyles in Rensselaer County. CDRPC is a subcontractor on the grant. CDRPC tasks include analyzing development patterns in several suburban parts of the county for their conduciveness to physical activity, such as walking and biking, and offering suggestions for improvement.
8. The Commission's application to reapply for the HUD Sustainable Communities Regional Planning Grant was not approved, though our application did qualify for "Preferred Sustainability Status," which increases the points granted on subsequent applications.
9. Staff has been awarded a one-year, \$322,000 Climate Smart Communities Grant from NYSERDA. CDRPC will be partnering with Climate Action Associates, LLC and VHB Engineering, Surveying and Landscape Architecture, P.C. The grant will attempt to address climate change by creating a regional greenhouse gas inventory, creating a Climate Smart Communities Outreach Plan, and offering regional outreach and technical support services to existing and potential Climate Smart Communities (communities that have taken the NYS DEC Smart Communities pledge). The Scope of Work is being refined in preparation of signing the contract. Start up is slated for shortly after the first of the year.

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

1. The Juvenile Detention facility utilization rate (based on the re-configured 16 bed facility) was 82.7% for the month of September, 86.1% for October, and 79.2% for November, 2011.
2. Billings to the counties using the facility were computed and sent out through October 2011.

### **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 become available.
2. Staff continues to work on Foreign-Trade Zone activities. CDRPC is currently revising model contract language for compliance with the Alternative Site Framework. Additionally, the Foreign-Trade Zones Board has moved to an online Annual reporting system. CDRPC staff requested passwords and user accounts for MPM Silicones, AMRI and Galesi. Staff received one inquiry from Schenectady County about the Zone during this reporting period.

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

3. The September/October issue of *Capital District Data* was prepared, printed, and posted to the website. The issue includes taxable sales of goods & services by county through February 2010.
4. Commission staff assisted the State's Capital Region Economic Development Council in preparing the regional plan by providing extensive 8-county regional data and maps as well as input in the strategic initiatives outlined in the Plan. The Executive Director served on the Council's Strategic Plan Work Group and provided technical support to the Outreach, Issues and Opportunities, and Metrics Work Groups.

### **MEETINGS:**

- 10/11/11 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 10/11/11 Ferraro & King: Conference call with City of Albany regarding Cleaner Greener Communities grant.
- 10/12/11 Fabozzi: City of Albany Transit Oriented Design Study Advisory Group meeting.
- 10/13/11 Fabozzi: CDTC meeting to evaluate consultant responses for the town of Malta Form-based Codes Linkage Study.
- 10/13/11 King: Saratoga County MS4 Coordinators' meeting.
- 10/13/11 King: Saratoga County Water Quality Coordinating Committee meeting.
- 10/14/11 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 10/14/11 Ferraro: Capital District Library Council Trustee meeting.
- 10/14/11 Ferraro/King: Albany City School District re: enrollment projections.
- 10/18/11 Fabozzi: Mohawk River Basin Study Watershed Assessment Subcommittee meeting.
- 10/18/11 Shannon: Rensselaer County MS4 Coordinators' meeting.
- 10/18/11 Ferraro: Capital Region Coordinating Council meeting.
- 10/20/11 Ferraro: Presentation to the State Academy for Public Administration.
- 10/24-26/11 King: New York State Data Center Affiliates conference.
- 10/24/11 Ferraro: Capital District Smart Growth Forum meeting.
- 10/24/11 Ferraro: Clifton park Town Center Plan Linkage Study Public meeting.
- 10/26/11 Ferraro: Community Loan Fund annual meeting.

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- 10/27/11 Shannon: Stormwater Coalition of Albany County meeting.
- 10/27/11 Shannon: US EPA Webinar: Conducting Effective Stormwater Outreach.
- 10/27/11 Ferraro: Capital Region Economic Council Strategic Work group meeting.
- 10/28/11 Ferraro: Panelist for CREDC Outreach Work group re: nonprofit sector input.
- 11/01/11 Ferraro: DEC Water Management Advisory Committee meeting.
- 11/02/11 Schenectady County Water Quality Coordinating Committee meeting.
- 11/02/11 Fabozzi: CDTC Planning Committee meeting.
- 11/03/11 Fabozzi: Mohawk River Basin Study GIS Subcommittee meeting
- 11/03/11 Ferraro & King: Census data presentation to the New York Library Association.
- 11/04/11 Ferraro & Shannon: Conference call with City of Albany regarding Patroon Creek/Tivoli Lake RFQ and MOU.
- 11/07/11 Ferraro & Fabozzi: Climate Smart Communities Grant Consultant Conference Call.
- 11/09/11 Ferraro & Fabozzi: NYSERDA Climate Smart Communities Grant kickoff meeting.
- 11/10/11 Ferraro & Fabozzi: Mighty Waters Initiative meeting.
- 11/10/11 Shannon: Saratoga County MS4 Coordinators' meeting.
- 11/10/11 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 11/11/11 Ferraro: Capital District Library Council Trustee meeting.
- 11/14-16/11 Fabozzi: NEARC GIS Conference.
- 11/14/11 Ferraro: Menands Broadway Corridor Rezoning Steering Committee meeting.
- 11/15/11 Ferraro & Shannon: Meeting with Ken Watson regarding Patroon Creek/Tivoli Lake project.
- 11/16/11 Ferraro & Shannon: CDPA Luncheon with Mayor McDonald discussing urban revitalization within the City of Cohoes.
- 11/16/11 Ferraro: Saratoga Rural Preservation Company Board Meeting.
- 11/17/11 Shannon: Stormwater Coalition of Albany County meeting.
- 11/17/11 Ferraro: Regional Coordinating Council meeting.

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- 11/17/11 Fabozzi: Meeting with city of Rensselaer regarding Healthy Places grant activities.
- 11/17/11 Ferraro & Fabozzi: Meeting with VHB regarding Climate Smart Communities grant activities.
- 11/18/11 Fabozzi: Albany Co. Water Quality Coordinating Committee meeting.
- 11/18/11 Fabozzi: Meeting with graduate students from UAlbany regarding planning studio project.
- 11/21/11 Ferraro: Capital Region Land Banking meeting.
- 11/22/11 Fabozzi: Meeting with representative of the Columbia County Land Conservancy.
- 11/22/11 King: Enrollment projection presentation to the Shenendehowa School District Board of Education
- 11/23/11 Fabozzi: Meeting with CDTC staff regarding Healthy Places grant activities.
- 11/29/11 Fabozzi: Healthy Places Coalition meeting.
- 11/30/11 Ferraro, Fabozzi & Shannon: Climate Smart Communities grant and Advanced Energy Codes workshop.
- 11/30/11 Ferraro: Menands Broadway Corridor Rezoning Steering Committee meeting.
- 12/01/11 Shannon: Meeting with Rich Lyons and Tim Murphy at the Albany County Sewer District regarding the Patroon Creek/Tivoli Lake RFQ and US EPA visit to area CSOs.
- 12/01/11 Ferraro: Mohawk-Erie Multimodal Transportation Corridor study meeting.
- 12/01/11 Ferraro: Public comment at Saratoga County Budget Hearing requesting restoration of dues to CDRPC



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Sustainable Housing and Communities  
WASHINGTON, DC 20410-0050

December 2, 2011

Mr. Rocco Anthony Ferraro  
Executive Director  
Capital District Regional Planning Commission  
1 Park Place, Suite 102  
Albany, NY: New York 12205-2626

Reference: Fiscal Year 2011 Preferred Sustainability Status

Dear Rocco:

The Department of Housing and Urban Development's (HUD) Office of Sustainable Housing and Communities (OSHC) has completed its review of the Fiscal Year 2011 Sustainable Communities Regional Planning Grant and announced the recipients. While your application was not awarded a grant in this competition, we are pleased to inform you that your consortium has been awarded Preferred Sustainability Status, a special designation provided by HUD to recognize communities taking extraordinary steps toward strategic planning and development for their regions that is aligned with the federal Partnership for Sustainable Communities Livability principles.

Preferred Sustainability Status (PSS) will entitle you to two primary benefits during fiscal year 2012 (FY12). First, you will be able to take advantage of several technical assistance opportunities that will help you to advance sustainable planning and development in your communities. Some of these are the same opportunities that are being provided to the winners of this year's competition. Second, a growing number of HUD discretionary grant programs recognize PSS in their competitions, providing additional bonus points for those that have earned the designation. In addition, we anticipate that a number of our federal partners will be unveiling their own plans to recognize PSS status this year. We will keep you apprised of every such opportunity.

In terms of learning more about the application process, if you wish to discuss your application, Section VI (Award Administration Information) of the General Section to HUD's FY 2011 NOFAs for Discretionary Programs states that debriefings will be available for a period of at least 120 days, beginning 30 days after the awards for assistance are publicly announced. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office. Requests must be submitted to the person identified as the contact in the individual program NOFA under which the applicant applied for assistance and must be submitted by March 1, 2012. Please provide your written request to the following mailing address or email address:

[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)

Zuleika K. Morales-Romero  
Grants and Budget Division Director  
U.S. Dept. of Housing and Urban Development  
Office of Sustainable Housing and Communities  
451 Seventh Street, SW  
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There will be more information to follow regarding PSS in the coming days. For now, we just want to welcome you to the extended OSHC family, and look forward to being in touch with you soon.

Sincerely,



Shelley R. Poticha  
Director

cc: Mr. Todd Fabozzi  
Dwayne S. Marsh