



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205
WEB SITE AT <http://cdrpc.org>

TEL: 518/453-0850 FAX: 518/453-0856
E-MAIL: cdrpc@cdrpc.org

2012 Officers

Chair
Willard Bruce

Vice Chair
James Shaughnessy

Secretary
John Murray

Treasurer
Gary Hughes

Members

Albany County
Willard A. Bruce
Lucille M. McKnight
Michael Morelli
Kristin Swinton
Michael B. Whalen, Jr.

Rensselaer County
Judy H. Breselor
Stan Brownell
Michael Cristo
James D. Shaughnessy
Michael Stammel

Saratoga County
Fred Acunto
Philip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County
B. Donald Ackerman
Gary Hughes
Barbara Mauro
Angelo Santabarbara
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 19, 2012
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome – New Commissioners/Introduction of Guests
2. October 17th 2012 Meeting Minutes*
3. Financial Statement through November 30th 2012 (Memo 12-30)*
4. Report from Nominating Committee (Memo 12-31)*
5. Proposed 2013 Budget (Memo 12-32)*
6. Proposed 2013 Meeting Schedule (Memo 12-33)*
7. The Year In Review (Memo 12-34)
8. LTCP - CSO Update (Memo 12-35)*
9. Staff Activity Report
11. Other Business
12. Next Commission Meeting Date: January 16th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

October 17, 2012

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Michael Whalen, Judy Breselor, Stan Brownell, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Don Ackerman, Gary Hughes, Barbara Mauro, David Vincent

ABSENT: John Brown, Michael Morelli, Leon Fiacco, James Shaughenssy, Michael Stammel, Angelo Santabarbara

PRESIDING: Bill Bruce, Chair, called the meeting to order at 8:30am.

1. Welcome New Commissioner Michael Morelli from Albany County

Bill Bruce announced that Michael Morelli is the new Commission member representing Albany County.

Jessica Gabriel from Empire State Development and Kristen Swinton from Green Island Power Authority attended the meeting.

2. July 18, 2012 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

Action Taken

Lucille McKnight made a motion to approve the meeting minutes and Gary Hughes seconded. The motion was approved unanimously.

3. Appointment of Nominating Committee

Judy Breselor agreed to Chair and Lucille McKnight and Paul Sausville will serve on the nominating committee for 2013 officers. Judy will report back at the December meeting with the recommendations for 2013 officers.

4. Financial Statement through September 30, 2012

The financial statement represents activities through September 30, 2012. The revenues are at 73.6% of the budgeted amount and the expenses are at 63.3%. There is approximately \$212,921 cash in the bank and outstanding receivables totaling \$123,285.28.

The third quarter invoices have been sent out to the appropriate billing agencies for the CDYCI, CSO, Water Quality, UPWP work programs, Community Gardens, and NYSERDA (Climate Smart Communities).

Action Taken

Stan Brownell made a motion to approve the Financial Statement and Lucille McKnight seconded. The motion was approved unanimously.

5. Jessica Gabriel, Capital Region Regional Director, Empire State Development

Last year, Governor Andrew Cuomo established 10 Regional Economic Development Councils across New York State to promote economic development. The 8 county Capital Region Council area includes Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren & Washington Counties and has been co-chaired by Dr. Shirley Jackson and Michael Castellana (Mike stepped down as co-chair and replaced by James Barba). Last year, in Phase One, each of the Regional Councils developed Strategic Plans, competed for, and were awarded \$785 million for Plan implementation. During the summer, the 10 Councils updated their Strategic Plans and a second round of competitive funding has been made available for priority projects. Funding announcements will be made in the Fall.

Jessica Gabriel made a presentation to the Board discussing the latest Strategic Plan Progress Report prepared by the Capital Region Economic Development Council. She commented and thanked the Board for CDRPC's assistance in the preparation of the progress report.

6. Foreign Trade Zone Schedule Amendments

On April 30, 2012, the Foreign Trade Zones Board revised Regulations became effective. These Regulations are an attempt to streamline the review process to get more entities involved in the Foreign Trade Zones Program. The manufacturing process has been simplified, creating a two-step process. In the first step, the applicant submits a Notifications of Production Authority letter and information on its components and finished product(s); no action is required by the Grantee. If, after publication in the Federal Register, there appears to be some controversy surrounding the product, the Foreign Trade Zones board may request a second step: the completion and submission of a full Application for Production.

The current Zone schedule does not take into account the revisions and requires a fee of \$4,000 to CDRPC to provide assistance in the application process. It is recommended that the fee structure be revised to reflect the new procedures. Under the proposed Zone Schedule, there would be a fee to CDRPC of \$4,000 only if a full application for production authority is needed. If only the first step is required, there will be no fee involved.

Rocky is requesting the Board to approve amending the Zone Schedule Administrative Fees taking into account the new review procedures.

Action Taken

Lucille McKnight made a motion to authorize CDRPC to amend the Zone Schedule Administrative Fees and Gary Hughes seconded. The motion was approved unanimously.

7. Climate Smart Communities Program Update

CDRPC has been awarded a three-year Climate Smart Communities Pilot grant by the New York State Energy Research and Development Authority (NYSERDA). Funding is guaranteed for the first year. CDRPC's Pilot initiative includes the development of a program execution plan, a greenhouse gas emissions inventory, marketing and outreach, region-wide and in person training, the development of community profiles and customized service strategies, and summaries of model anchor projects.

The Pilot region includes the counties of Albany, Columbia, Greene, Rensselaer, Saratoga and Schenectady. The program is only targeted to the communities that have taken the Climate Smart Communities Pledge. The pledge describes ten areas of climate mitigation and adaptation action. Climate Smart Communities are free to develop their own specific programs within the ten action areas. There are currently 16 local governments that have taken the pledge; they include the cities of Albany, Cohoes, Rensselaer, Saratoga Springs, Schenectady, and Watervliet; the towns of Bethlehem, Cairo, Clifton Park, Copake, East Greenbush, Hunter, Jewett and Niskayuna; and the counties of Albany and Schenectady.

CDRPC has partnered with the consultant team of VHB Engineering, Surveying and Landscape Architecture, P.C. (VHB) and Climate Smart Action Associates, LLC (CAA) to carry out the Pilot for Year 1. Currently the consultant team has been working on a greenhouse gas emission inventory of the region and developing a protocol working with other pilot regions across the State to come up with reasonable ways to calculate greenhouse gas emissions. The team has also developed and has begun to implement an outreach plan to interact with the communities. A database has been developed of all the communities and their contacts including profiles of the communities of what they may have done so far to address the elements of the pledge. The team is setting up consultations with each of the communities to go over the profiles to make sure the information is accurate and to develop a strategy based on the input from the communities in terms of what their goals may be. The first round of meetings were held last week with Schenectady County, Saratoga Springs and Clifton Park.

Barbara Mauro inquired if the inventory of emissions includes all emissions such as homes, factories and automobiles. The attempt is to calculate all emissions and the

consultant team has worked with CDTC using their VMT (vehicle miles traveled) Modeling System to come up with mechanisms to calculate auto emissions. Paul Sausville inquired if there is a sense of what percent of greenhouse gas emissions are coming from various sectors. That evaluation is currently underway and the results of the greenhouse gas inventory will show the percentage of emissions from different sectors and community. Another objective of the program is to recruit new communities since there are 16 at this point.

Phil Barrett inquired if the program will help communities find funding to make improvements with gas emissions. Part of the goal is to come up with strategies to find potential funding sources with the help of the consultants and a variety of programs through NYSERDA.

NYSERDA has an Energy Smart Program that has different programs for matching resources to communities. The consultant team has met with the Energy Smart Coordinator at NYSERDA and will be applying to be an Energy Smart Coordinator as well which was the next item discussed.

8. NYSERDA Regional Economic Development Outreach Request for Proposals

NYSERDA has recently released a Regional Economic Development Outreach RFP to provide regionally based economic development outreach and customer relationship services designed to increase awareness and to promote the value of energy efficiency.

The Central New York Regional Planning and Development Board is the designated lead contractor for the proposal and is preparing the application on behalf of NYSARC which is due to NYSERDA by October 22, 2012. In addition, other entities partnering outside of the NYSARC include representatives from the North Country/Adirondack region, the Mohawk Valley Economic Development Council, and the Buffalo/Niagara region. Also involved is Courtney Strong, a private consultant firm that presently provides energy smart services under the Energy Smart Communities Program in the Hudson Valley including the Capital Region. Courtney Strong is partnering with NYARC as part of the application and will be working with CDRPC here in the Capital Region.

Rocky is requesting Commission approval to include CDRPC as one of the partners, in collaboration with the New York State Association of Regional Councils (NYSARC) in the application in response to the NYSERDA RFQ. CDRPC will be responsible for providing support services in the Capital Region along with other designated partners. CDRPC will receive approximately \$100,000 of the grant amount if awarded. Rocky added if the application is successful, it is likely that CDRPC will hire a full time staff person that will be responsible for the energy related programs associated with this grant and will work closely with Courtney Strong.

Action Taken

John Murray made a motion to authorize CDRPC to be included as one of the partners in the application in response to the NYSERDA RFQ and Judy Breseler seconded. The motion was approved unanimously.

9. LTCP – CSO Update

In June 2011, the draft Long Term Control Plan was submitted to DEC for review. DEC has stated that the Comment Letter outlining any concerns the EPA and DEC may have is in the final stages of review and should be mailed out shortly. The Comment Letter has yet to be received. However, CDRPC has become aware of written comments on the draft LTCP submitted to DEC by Riverkeeper expressing concerns about what they believe are a number of the Plan's shortcomings.

CDRPC drafted a Request for Qualifications (RFQ) seeking Special Legal Counsel to handle the CSO Long Term Control Plan negotiations with DEC and EPA and the management structure for Phase II: implementation. The RFQ was sent out the end of July and seven responses were received and distributed to the technical committee for review and scoring. The technical committee met and decided to interview four firms: Beveridge & Williams; Bond, Schoeneck & King; McNamee, Lochner, Titus & Williams; and Whiteman Osterman & Hanna. Interviews have been scheduled for October 18th and October 29th.

10. Staff Activity Report

The CDRPC website has over 1 million page hits through September 2012.

The community fact sheets have been updated to reflect the 2010 Census Data and the 2006-2010 ACS data as well as the age cohort projections. The age cohort projections have been prepared through the year 2050 and several presentations have been made.

There was a Planning & Zoning Workshop held on October 4, 2012 at HVCC with approximately 80 participants.

CDRPC is subcontractor to the Healthy Communities Grant Program that was awarded to Capital District Community Gardens to address healthy food issues and to promote healthy lifestyles in Rensselaer County.

Staff have been offering technical assistance to the City of Albany's Cleaner Greener Communities Regional Sustainability Plan effort being prepared for the 8 counties that make up the Capital Region Economic Development Council Region. Staff are serving on the Land Use, Transportation, Food Systems, Climate Adaptation, Economic Development, and Water technical committees.

Rocky has been asked to take the lead in the selection process of finding a new management firm to provide staff support to the Saratoga Affordable Housing Group.

11. Other Business

There was no other business at this time.

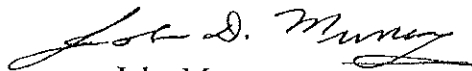
12. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for December 19, 2012 at 8:30am.

Adjournment

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

Respectfully submitted,



John Murray
Secretary



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MEMORANDUM (#12-30)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 11, 2012

Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through November 2012. Through the first eleven months of the fiscal year, revenues are at 77.0% of the budgeted amount and expenses are at 87.0%.

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 2012 along with the employee health insurance. Also, the New York State Retirement bill payment due in February 2013 was fully paid in the amount of \$71,717 which is reflected on the statement. Last year, the amount paid into the Retirement system was \$62,259. In 2010, the amount paid was \$38,364. There has been no change in the number of employees.

As noted on the Statement of Financial Condition, on November 30th we had \$135,235.40 cash in the bank and outstanding receivables totaling \$72,430.42. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,128.33	November 23, 2013
Total: \$ 35,128.33		

CDRPC 2012 Income Statement

Account	2012 Budget	Sep 12	Oct 12	Nov 12	Year-to-Date	Balance	YTD %
2012 REVENUE							
R2390.1 Albany County	\$ 74,590.00	\$ -	\$ -	\$ -	\$ 74,590.00	\$ -	100.0%
R2390.2 Rensselaer County	39,091.00	-	-	-	39,091.00	-	100.0%
R2390.3 Saratoga County	53,847.00	-	13,461.75	-	53,847.00	-	100.0%
R2390.4 Schenectady County	37,938.00	-	9,484.50	-	37,938.00	-	100.0%
R2401.0 Interest & Earnings	1,500.00	21.74	22.17	24.38	227.67	1,272.33	15.2%
R2770.1 Miscellaneous	100.00	-	-	-	2.00	98.00	2.0%
R2770.3 Contractual Services	20,000.00	-	-	-	11,425.33	8,574.67	57.1%
R2770.4 FTZ#121	30,000.00	-	-	-	25,000.00	5,000.00	83.3%
R2770.5 Conferences	6,000.00	450.00	1,180.00	120.00	5,260.00	740.00	87.7%
R2770.6 CDYCI	80,000.00	20,000.00	-	-	60,000.00	20,000.00	75.0%
R3900.3 NYSERDA	72,000.00	11,242.08	-	-	21,784.58	50,215.42	30.3%
R3900.6 CSO Grant	25,000.00	5,021.14	-	-	16,023.38	8,976.62	64.1%
R3900.7 Health Dept	17,000.00	4,845.00	-	-	13,210.70	3,789.30	77.7%
R4000.2 EDA	70,000.00	23,321.28	-	-	58,321.28	11,678.72	83.3%
R4000.3 Water Quality	67,000.00	18,494.34	-	-	40,442.30	26,557.70	60.4%
R4000.4 UPWP	120,000.00	24,310.79	-	-	92,846.42	27,153.58	77.4%
Gross Revenue	\$ 714,066.00	\$ 107,706.37	\$ 24,148.42	\$ 144.38	\$ 550,009.66	\$ 164,056.34	77.0%
2012 EXPENSE							
E.1010 Salaries	\$ 384,000.00	\$ 30,628.37	\$ 30,492.20	\$ 31,259.67	\$ 332,258.16	\$ 51,741.84	86.5%
E.1030 Temporary Services	14,000.00	-	-	-	5,015.00	8,985.00	35.8%
E.2010 Office Equipment	4,000.00	229.00	229.00	1,220.48	4,341.48	(341.48)	108.5%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	3,391.75	-	8,348.25	(2,348.25)	139.1%
E.4030 Consultant Services	11,000.00	-	-	-	10,015.00	985.00	91.0%
E.4040 Agency Memberships	4,500.00	-	-	-	3,450.00	1,050.00	76.7%
E.4051 Computer Supplies/Software	5,500.00	-	-	-	4,079.47	1,420.53	74.2%
E.4055 Data Purchases	500.00	-	-	-	150.00	350.00	30.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	-	1,500.00	0.0%
E.4070 Office Supplies	3,000.00	197.81	67.99	58.37	2,613.58	386.42	87.1%
E.4080 Books & Journals	750.00	37.70	-	-	353.75	396.25	47.2%
E.4090 Printing & Publishing	10,000.00	567.57	-	538.97	3,752.14	6,247.86	37.5%
E.4110 Rent	64,000.00	5,131.87	5,081.55	5,091.85	61,114.72	2,885.28	95.5%
E.4120 Telephone	4,000.00	276.89	293.37	278.31	3,085.48	914.52	77.1%
E.4121 Internet	1,000.00	62.96	62.96	62.96	1,020.46	(20.46)	102.0%
E.4130 Travel	10,000.00	835.00	2,908.56	235.60	7,189.51	2,810.49	71.9%
E.4140 Equipment Repairs	500.00	-	-	-	382.00	118.00	76.4%
E.4150 Postage	3,000.00	195.00	350.51	150.00	1,808.16	1,191.84	60.3%
E.4160 Miscellaneous	1,000.00	-	104.59	-	104.68	895.32	10.5%
E.4170 Payroll Services	1,900.00	146.80	146.80	146.80	1,696.05	203.95	89.3%
E.4190 Contingent Fund	1,000.00	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	1,339.41	160.59	89.3%
E.4210 Meeting Expenses	2,000.00	43.73	76.89	197.37	795.88	1,204.12	39.8%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-
E.8010 NYS Retirement	75,000.00	-	-	71,717.00	71,717.00	3,283.00	95.6%
E.8030 FICA	31,600.00	2,372.32	2,361.90	2,420.61	26,123.12	5,476.88	82.7%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	1,851.50	648.50	74.1%
E.8050 Ins.-Health	78,000.00	6,591.98	6,591.98	6,591.98	77,952.35	47.65	99.9%
E.8060 Ins.-Unemployment	1,200.00	-	-	-	840.22	359.78	70.0%
E.8070 Prof. Memberships	1,000.00	-	-	-	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	-	-	230.00	770.00	23.0%
Gross Expenses	\$ 725,950.00	\$ 47,317.00	\$ 52,160.05	\$ 119,969.97	\$ 631,827.37	\$ 94,122.63	87.0%
Net Operating Income	\$ (11,884.00)	\$ 60,389.37	\$ (28,011.63)	\$ (119,825.59)	\$ (81,817.71)		
A909 Fund Balance-Unreserved	11,884.00	-	-	-	-		
Net Income	\$ -	\$ 60,389.37	\$ (28,011.63)	\$ (119,825.59)	\$ (81,817.71)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition November 30, 2012

Assets

Cash — Checking	\$	29,934.61
Cash — Money Market		105,300.79
Cash — Certificates of Deposit		35,128.33
Petty Cash		200.00
Net Due from Private Persons/Organizations		4,554.30
Due from State & Federal Governments		54,414.37
Due from Other Governments		13,461.75
Prepaid Expenses		4,031.03
Carryover Revenue		-
<i>Sub-Total: Assets</i>	\$	<u>247,025.18</u>
Expenses — Year-to-Date		<u>631,827.37</u>

Total \$ 878,852.55

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		10,127.44
Deferred Project Revenue		11,678.72
Fund Balance — Unrestricted		307,036.73
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	<u>328,842.89</u>
Revenue — Year-to-Date	\$	<u>550,009.66</u>

Total \$ 878,852.55

Net Income (Loss) \$ (81,817.71)



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MEMORANDUM (#12-31)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 11, 2012

Re: Nominating Committee

Commissioner Judy Breselor, Chair of the Nominating Committee, will present the following proposed slate of officers for 2013 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.

Chair: James Shaughnessy (Rensselaer County)

Vice Chair: John Murray (Saratoga County)

Secretary: Gary Hughes (Schenectady County)

Treasurer: Lucille McKnight (Albany County)



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MEMORANDUM (#12-32)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 11, 2012

Re: Proposed 2013 Budget

Enclosed for your review and approval is the proposed 2013 Budget for CDRPC operations.

The proposed budget includes three columns in addition to the Account names. The first column identifies the 2012 Approved Budget amount, the second is the proposed 2013 Budget amount, and the third column represents the difference between the 2012 and 2013 Budgets.

Budget highlights include the following:

- The proposed county dues will remain the same for 2013. Each county's assessment reflects its proportionate share of the population based on the 2010 Census as required per the Inter-municipal agreement establishing the Commission in 1967.
- 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.
- With the release of the Comment Letter by DEC re: the Combined Sewer Overflow Long Term Control Plan, staff responsibilities to manage the project are expected to increase significantly during 2013 in order to coordinate the response to the Comment Letter including an investigation of alternative inter-municipal management structures. (See Memo 12-35).

- Beginning April 1st, we will be entering into the second year of a three year contract with NYSERDA under the Climate Smart Communities Grant program.
- Revenue from our Water Quality program has been reduced while revenue from the Transportation Planning program is projected to increase slightly based on current contracts beginning April 1, 2013.
- Under salaries, the proposed overall increase is 2.8%. At this time, there is no change in the number of staff needed to carry out the work program.
- The Intern line item has been funded, albeit at a reduced amount in order to assist the staff in carrying out the work program. The position will be filled if warranted to meet program requirements.
- The contribution to the State Retirement system is based on an estimated 2014 payment that will be paid in December 2013. Depending upon the employee's tier, the projected rate will range from 21.0% to 26.2% of the projected salary. The recently paid 2013 payment ranged from 18.6% to 23.2%.
- \$3,184 will be taken from the Unreserved Fund Balance to balance the proposed 2013 Budget. For 2012, it appears that we may end the year with a slight surplus despite appropriating \$11,884 in order to balance the budget. If that is the case, our end of the year unrestricted 2012 Fund Balance will be approximately \$308,000.

CDRPC 2013 Proposed Budget

Account	2012 Approved Budget	2013 Proposed Budget	
		Amount	Change
REVENUE			
R2390.1 Albany County	\$ 74,590.00	\$ 74,590.00	\$ -
R2390.2 Rensselaer County	39,091.00	39,091.00	-
R2390.3 Saratoga County	53,847.00	53,847.00	-
R2390.4 Schenectady County	37,938.00	37,938.00	-
R2401.0 Interest & Earnings	1,500.00	700.00	(800.00)
R2770.1 Miscellaneous	100.00	100.00	-
R2770.3 Contractual Services	20,000.00	20,000.00	-
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	-
R3900.3 NYSERDA	72,000.00	72,000.00	-
R3900.6 CSO Grant	25,000.00	60,000.00	35,000.00
R3900.7 Health Dept	17,000.00	17,000.00	-
R4000.2 EDA	70,000.00	70,000.00	-
R4000.3 Water Quality	67,000.00	55,000.00	(12,000.00)
R4000.4 UPWP	120,000.00	129,000.00	9,000.00
<i>Gross Revenue</i>	\$ 714,066.00	\$ 745,266.00	\$ 31,200.00
EXPENSE			
E.1010 Salaries	\$ 384,000.00	\$ 395,000.00	11,000.00
E.1030 Intern	14,000.00	10,000.00	(4,000.00)
E.2010 Office Equipment	4,000.00	5,000.00	1,000.00
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	10,000.00	10,000.00	-
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,000.00	4,000.00	-
E.4121 Internet	1,000.00	1,000.00	-
E.4130 Travel	10,000.00	10,000.00	-
E.4140 Equipment Repairs	500.00	500.00	-
E.4150 Postage	3,000.00	3,000.00	-
E.4160 Miscellaneous	1,000.00	1,000.00	-
E.4170 Payroll Services	1,900.00	1,900.00	-
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	1,500.00	(500.00)
E.8010 NYS Retirement	75,000.00	78,000.00	3,000.00
E.8030 FICA	31,600.00	31,600.00	-
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	2,500.00	-
E.8050 Ins.-Health	78,000.00	90,000.00	12,000.00
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>	\$ 725,950.00	\$ 748,450.00	\$ 22,500.00
<i>Net Operating Income</i>	\$ (11,884.00)	\$ (3,184.00)	.
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	11,884.00	3,184.00	.
<i>Net Income</i>	\$ -	\$ -	\$ -



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205
WEB SITE AT <http://cdrpc.org>

TEL: 518/453-0850 FAX: 518/453-0856
E-MAIL: cdrpc@cdrpc.org

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Vice Chair
James Shaughnessy

Secretary
John Murray

Treasurer
Gary Hughes

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Michael B. Whalen, Jr.

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Program Manager/GIS
Todd M. Fabozzi

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Assistant Planner
Joanna H. King

Office Manager
Donna M. Reinhart

MEMORANDUM (#12-33)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 11, 2012

Re: 2013 Proposed Meeting Schedule

The following are proposed dates for the 2013 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 8:30 AM.

January 16, 2013

March 20, 2013

May 15, 2013

July 17, 2013

October 16, 2013

December 18, 2013



FTZ #121

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MEMORANDUM (#12-34)

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 11, 2012

Re: 2012: The Year in Review

I will be making a Power Point presentation outlining the Commission's accomplishments during 2012.

Overall, 2012 was a very productive year and I am gratified by the ongoing positive feedback I receive from throughout the region 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 2012 and I look forward to a productive 2013.



FTZ #121

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MEMORANDUM (#12-35)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: December 11, 2012
Re: Long Term Control Plan – Combined Sewer Overflow Study

The Albany Pool Technical Committee interviewed four law firms for the Special Counsel position. The representatives from the six Albany pool communities voted unanimously to hire Beveridge & Diamond to negotiate the LTCP with DEC and the EPA and to lead the preparation of an intermunicipal management arrangement for Phase II. Whiteman, Osterman & Hanna will be working as a sub-contractor to Beveridge & Diamond to assist in the evaluation of alternative inter-municipal structures.

In the meantime, in advance of the release of the Comment Letter, CDRPC staff and the Albany Pool Joint Venture Team (consultants) met with Counsel to review the draft LTCP and a comment letter from LimnoTech, on behalf of the USEPA, concerning the merits of the draft LTCP. On December 3rd, CDRPC, the APJVT and Counsel met with NYS DEC representatives to begin a discussion and dialogue about next steps.

CDRPC and the Pool Communities received the NYS DEC Comment Letter on Friday, December 7th outlining the concerns DEC and EPA have about the draft Long Term Control Plan. A follow-up meeting with DEC is scheduled for December 18th. With the release of the Comment Letter, a series of monthly meetings will be held through June 2013 with DEC to finalize the LTCP.

A retainer agreement must be signed by all the Pool Communities, Sewer Districts and CDRPC with Beveridge & Diamond. In order to continue utilizing legal counsel, Board action is requested to approve the signing of the Special Counsel retainer agreement. There are no cost obligations to CDRPC.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

October 8, 2012 to December 9, 2012

A. ADMINISTRATION

1. The 2012 Q3 billings were prepared and submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, CSO administrative contract, NYSEDA contract, and the Community Gardens project.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 100 call-in and e-mail data requests during the reporting period.
2. For the first eleven months of 2012, CDRPC's website had received 1,186,778 page hits, up 9.1% over 2011; and 81,679 visitors, up 9.8% 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. As an example of service, staff prepared data and created a series of fifteen maps assessing early care and education issues for the United Way of Schenectady County. Staff also utilized the GIS to assign census data to transportation analysis zones, creating tables which are being used as input for TAZ-based population projections.
4. Staff has completed the 5 year school enrollment projections for Shenendehowa School District. A presentation was made to the School Board at their November meeting. Five-year enrollment projections for the Ballston Spa School District are underway and will be completed in mid December.

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. Creighton Manning Engineering and Copeland Environmental presented a second draft of preliminary plans to CDRPC, the City of Albany and the Albany County Sewer District on November 26, 2012. An archaeologist has begun compiling the Phase 1A study. A public meeting will be held once the preliminary plans have been approved by the Water Department.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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 currently serving on the Municipal Codes subcommittees related to this effort. Previous Subcommittee tasks are completed. Staff is also serving on the newly created Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. The Comment Letter on the CSO LTCP was received on December 7th from DEC. Legal counsel has been chosen by the communities and staff has been involved in educating the legal team on the project. A meeting was held with NYS DEC on December 3, 2012 regarding the start of LTCP negotiations. (See Memo 12-35)

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. Age cohort projections by minor civil division have been prepared through the year 2050 and posted on the web site. In addition there have been several presentations made about the projections.
3. Draft log-linear population, group quarters population, and household projections for the Region's 904 Traffic Analysis Zones (TAZs) have been prepared for CDTC and are awaiting qualitative review.
4. Staff continues to participate on various Linkage Study advisory committees as part of the CDTC Linkage Grant Program. Current linkage studies underway include: Town of Schodack Town Center Linkage Study and the City of Albany Bike Share Study.
5. Staff is participating on the advisory committee of the city of Albany's Transit Oriented Design Study.
6. Staff is participating on the advisory committee of NYSDOT's Mohawk-Erie Multi-modal Transportation Corridor Study.
7. Staff support is being provided to the Village of Menands as part of their Broadway corridor rezoning study. The zoning recommendations have been completed and presented to the Village Board for adoption.
8. Staff has completed most of the 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. A draft report has been completed 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. A PowerPoint presentation of the report findings has also been prepared and several presentations have been made.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

9. Staff have been working on the NYSEDA-funded \$322,000 Climate Smart Communities Grant. CDRPC is partnering with Climate Action Associates, LLC and VHB Engineering, Surveying and Landscape Architecture, P.C. The grant is to address climate change by creating a regional greenhouse gas inventory (nearing completion), creating a Climate Smart Communities Outreach Plan (completed), 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). Outreach meetings have been held with eight of the sixteen CSC participants and customized service strategies have been developed for these communities. Implementation of the strategies is underway.
10. Staff offered technical assistance to the city of Albany's Cleaner Greener Communities Regional Sustainability Plan effort, which is being prepared for the 8 counties that make up the Capital Region Economic Development Council region. Staff served on the Land Use, Transportation, Food Systems, Climate Adaptation, Economic Development, and Water technical committees.

Human Resources & Criminal Justice

1. The Executive Director is serving as Chair of the Saratoga Affordable Housing Group and is facilitating the Group's effort in the transition of management responsibilities from the Saratoga Springs Housing Authority to the Saratoga Rural Preservation Company.
2. The Juvenile Detention facility utilization was 83.3% for October and 58.8% for November 2012.
3. Billings to the counties using the facility were computed and sent out through October 2012.
4. The 2013 Per Diem Rate estimate has been prepared for review by CDYCI's Board.

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. MPM Silicones expects to submit an application for subzone status before the end of the year, with an application for manufacturing activity due shortly thereafter. FTZ Inquiries: 0.
3. The September/October issue of *Capital District Data* was prepared and published. The issue includes county and Regional taxable sales through February 2011.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

4. The Executive Director is co-leading the Project Metrics and Monitoring Work Group of the Capital Region Economic Development Council with Ann Moynihan. The Council's Progress report has been completed and includes a section on metrics and measurements that will be used to monitor the strategies outlined in the Regional Plan as well as projects identified in the plan and funded through the CFA process. The next Council meeting is scheduled for December 10th to discuss monitoring activities/updates.

MEETINGS:

- 10/08/12 Ferraro: Saratoga Affordable Housing Group Board meeting
- 10/09/12 King: Demographics: Beyond the Basics Workshop hosted by the Albany Guardian Society.
- 10/09/12 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 10/10/12 Fabozzi: Climate Smart Community consultation with Schenectady County.
- 10/11/12 Fabozzi: Town of Schodack Town Center Linkage Study meeting.
- 10/11/12 Fabozzi: Climate Smart Community consultation with Saratoga Springs.
- 10/11/12 Ferraro & King: Demographic Data presentation to the Community Loan Fund.
- 10/11/12 Shannon: Saratoga County Stormwater Coordinators' meeting.
- 10/11/12 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 10/12/12 Fabozzi: Climate Smart Community consultation with Clifton Park.
- 10/12/12 Ferraro: Capital District Library Council Trustee meeting.
- 10/12/12 Ferraro: Panelist, Tech Valley Leadership class
- 10/12/12 Shannon: NYSARC/NYSDEC Water Quality meeting.
- 10/12/12 Fabozzi: Saratoga Springs Climate Smart Community Taskforce meeting.
- 10/17/12 Ferraro: Saratoga County RPC Board meeting.
- 10/18/12 Ferraro & King: Executive Committee to End Homelessness meeting.
- 10/18/12 Ferraro: CSO LTCP Special Counsel interview: McNamee, Lochner, Titus, & Williams.
- 10/18/12 Ferraro: CSO LTCP Special Counsel interview: Bond, Schoeneck & King.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 10/19/12 Ferraro & King: Meeting with Patty Hart of the Times Union to discuss metrics project.
- 10/23-24/12 Fabozzi: NYS GeoSpatial Summit, Skaneateles.
- 10/24/12 Ferraro: CDTC Planning Committee meeting.
- 10/24/12 Ferraro: CEG Annual Membership meeting.
- 10/25/12 Fabozzi: CDTC Linkage Forum.
- 10/25/12 Shannon: Stormwater Coalition of Albany County meeting.
- 10/26/12 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 11/05/12 Ferraro & Fabozzi: Meeting with Schenectady United Way re: Schenectady County child care study.
- 11/05/12 Ferraro: Stakeholders Board meeting.
- 11/06/12 King: Accessing & Understanding Census Data presentation to Siena College sociology class.
- 11/06/12 Shannon: Patroon Creek Project meeting with Copeland Environmental.
- 11/07/12 Ferraro: CDTC Planning Committee meeting.
- 11/07/12 Ferraro: Meeting to discuss Albany Land Bank proposal at Community Foundation.
- 11/07/12 Ferraro: Presentation to the Rensselaer County Legislature re: Age Cohort projections.
- 11/07/12 King: Schenectady County Water Quality Coordinating Committee meeting.
- 11/08/12 Fabozzi: Climate Smart Community consultation with city of Albany.
- 11/08/12 Fabozzi: Climate Smart Community consultation with town of Bethlehem.
- 11/08/12 King: Saratoga County Stormwater Coordinators' meeting.
- 11/08/12 King: Saratoga County Water Quality Coordinating Committee meeting.
- 11/09/12 Fabozzi: Climate Smart Community consultation with city of Cohoes.
- 11/09/12 Fabozzi: Climate Smart Community consultation with city of Watervliet.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 11/09/12 Fabozzi: Climate Smart Community consultation with town of East Greenbush.
- 11/13/12 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 11/13/12 Ferraro & Shannon: CSO LTCP Special Counsel interview: Whiteman Osterman & Hanna.
- 11/14/12 Fabozzi: City of Albany Bike Share Linkage Study meeting.
- 11/14/12 Ferraro: Saratoga County RPC Board meeting.
- 11/15/12 Fabozzi: Town of Schodack Town Center Linkage Study meeting.
- 11/15/12 Ferraro: Regional Economic Coordinating Council meeting.
- 11/15/12 Shannon: Stormwater Coalition of Albany County meeting.
- 11/16/12 Ferraro: Village of Menands Broadway Rezoning Committee meeting.
- 11/16/12 Shannon: Patroon Creek Project preliminary design meeting with ACSD and Hershberg & Hershberg Engineering.
- 11/19/12 Ferraro & Shannon: CSO LTCP Special Counsel interview: Beveridge & Diamond.
- 11/19/12 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 11/20/12 Shannon: Stormwater Coalition of Albany County meeting.
- 11/27/12 King: Presentation to Shenendehowa Board of Education on enrollment projections.
- 11/28/12 Ferraro: CDTC Planning Committee meeting.
- 11/28/12 Shannon: EPA Webinar: How's My Waterway?
- 11/30/12 Ferraro & Shannon: CSO LTCP meeting.
- 12/03/12 Ferraro & Shannon: CSO LTCP meeting with NYS DEC.
- 12/05/12 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 12/06/12 Ferraro: CDTC Policy Board meeting presentation on Age Cohort Projections.
- 12/06/12 Fabozzi: NYS GIS Coordinating Body meeting.
- 12/07/12 Ferraro & Shannon: CSO LTCP conference call.