



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

2013 Officers

Chair
James Shaughnessy

Vice Chair
John Murray

Secretary
Gary Hughes

Treasurer
Lucille McKnight

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
Phillip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County
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Gary Hughes
Joe Landry
Matthew Martin
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Rocco Ferraro, AICP

**Director of
Information Services**
David Lang Wardle, AICP

Program Manager/GIS
Todd M. Fabozzi

Senior Planner
Deborah A. Shannon

Senior Planner
Joanna H. King

Office Manager
Donna M. Reinhart

COMMISSION MEETING

8:30 am, Wednesday, March 20, 2013
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome New Board Members/Introduction of Guests (Memo 13-05)
2. December 19th 2012 Meeting Minutes*
3. January 16th 2013 Meeting Minutes*
4. Presentation by The Center for Economic Growth: "NY Loves Technology" initiative (Memo 13-06)
5. Financial Statement through December 31st, 2012 (Memo 13-07)*
6. Financial Statement through February 28th, 2013 (Memo 13-08)*
7. Appointments to CDYCI Board (Memo 13-09)*
8. LTCP CSO Memo (Memo 13-10)
9. Staff Activity Report
10. Other Business
11. Next Commission Meeting Date: May 15th, 8:30 am

*Formal Board Action Anticipated



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MEMORANDUM (#13-05)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 12, 2013
Re: New Board Members

The Schenectady County Legislature has appointed two new Board members to replace former Commissioners David Vincent and Angelo Santabarbara. Joe Landry is the Town Supervisor for Niskayuna and Mathew Martin is a member of the Schenectady County Legislature representing Duanesburg, Rotterdam, and Princetown.

Welcome Aboard.

COMMISSION MEETING

December 19, 2012
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

Minutes

- PRESENT:** Willard Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Stan Brownell, Michael Cristo, James Shaughnessy, Michael Stammel, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Donald Ackerman, Gary Hughes, Barbara Mauro, David Vincent
- ABSENT:** Michael Whalen, Judy Breselor, Angelo Santabarbara
- PRESIDING:** Bill Bruce, Chair, called the meeting to order at 8:30am.

1. Welcome New Commissioners/Introduction of Guests

New commissioners at the meeting were Michael Morelli, Director of Economic Development and Planning for the Town of Bethlehem representing Albany County, Kristin Swinton, CEO of the Green Island Power Authority also representing Albany County, and Michael Cristo, Rensselaer County Legislator, representing Rensselaer County.

2. October 17, 2012 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the meeting minutes and Mike Stammel seconded. The motion was approved with one abstention by Michael Morelli.

3. Financial Statement through November 20, 2012

The financial statement represents activities through November 2012. Through the first eleven months of the fiscal year, revenues are at 77% of the budgeted amount and expenses are at 87%. The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. The expenses reflect the rent paid in full for 2012, employee health insurance and the NYS Retirement bill in the amount of \$71,717.

There is approximately \$135,235.40 cash in the bank and outstanding receivables totaling \$72,430.42.

Action Taken

Jack Murray made a motion to approve the Financial Statement and Phil Barrett seconded. The motion was approved unanimously.

4. Report from Nominating Committee

The nominating committee has recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2013: James Shaughnessy, Chair; Jack Murray, Vice Chair; Gary Hughes, Secretary; and Lucille McKnight, Treasurer.

Action Taken

Phil Barrett made a motion to accept the proposed slate of 2013 officers and Jack Murray seconded. The motion was approved unanimously.

5. Proposed 2013 Budget

Rocky went over the highlights of the 2013 proposed budget.

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.

With the release of the Comment Letter from DEC regarding the CSO LTCP, 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.

Beginning April 1, CDRPC will be entering into the second year of a three year contract with NYSERDA under the Climate Smart Communities Grant program.

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% to 26.2% of the projected salary. The recently paid 2013 payment ranged from 18.6% to 23.2%.

For the 2013 budget, \$3,184 will be taken from the Unreserved Fund Balance in order to balance the budget. For 2012, there may be a slight surplus despite appropriating \$11,884 to balance the budget. If that is the case, the end of year unrestricted 2012 Fund Balance will be approximately \$308,000.

Action Taken

Lucille McKnight made a motion to approve the 2013 Proposed Budget and Barbara Mauro seconded. The motion was approved unanimously.

6. Proposed 2013 Meeting Schedule

A list of proposed dates for the 2013 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

Action Taken

Lucille made a motion to approve the 2013 meeting schedule and Stan Brownell seconded. The motion was approved unanimously.

7. The Year in Review

Rocky gave a PowerPoint presentation outlining the Commission's accomplishments during 2012.

A copy of the presentation was provided at the meeting.

8. LTCP – CSO Update

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 from New York City and Washington DC 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.

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

Rocky is requesting Board approval to sign a retainer agreement with Beveridge & Diamond in order to continue utilizing legal counsel. The retainer must be signed by all the Pool Communities and the Sewer Districts as well. There are no cost obligations to CDRPC.

Action Taken

Mike Stammel made a motion to authorize CDRPC to enter into agreement with Beveridge & Diamond for legal counsel and Lucille McKnight seconded. The motion was approved unanimously.

9. Staff Activity Report

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

10. Other Business

Bill Bruce announced that David Vincent is leaving the Commission after 30 years of serving on the Board.

Both Rocky and the Commission members expressed their appreciation for David's support and hard work as a volunteer over the years on both CDRPC and CDYCI Boards. David was presented with a Certificate of Appreciation and a gift basket from the staff and the Commission.


11. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for January 16, 2012 at 8:30am.

Adjournment

Mike Stammel made a motion to adjourn the meeting and Jim Shaughnessy seconded. The motion was approved unanimously.

Respectfully submitted,



John Murray
Secretary

COMMISSION MEETING

January 16, 2013

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Bill Bruce, Lucille McKnight (via conf call), Michael Morelli, Michael Whalen, Judy Breselor, James Shaughnessy, Michael Stammel, Donald Ackerman, Gary Hughes, Barbara Mauro

ABSENT: Kristin Swinton, Stan Brownell, Michael Cristo, Fred Acunto, Philip Barrett, Jason Kemper, John Murray, Paul Sausville, Angelo Santabarbara

PRESIDING: Jim Shaughnessy, Chair, called the meeting to order at 8:45am.

1. Welcome/Introduction of Guests

There were no guests in attendance.

2. December 19, 2012 Meeting Minutes

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

Action Taken

No action taken due to lack of quorum.

3. Financial Statement through December 31, 2012

The financial statement represents activities through December 2012. For the year, the revenues are at 94.3% and the expenses are at 92.2%. The revenue reflects the final billings through the fourth quarter of 2012. On the expense side, there is estimated \$1,000 in outstanding expenses from billings that will be received through February that represent actual 2012 expenses.

In order to balance the 2012 budget, it was anticipated that \$12,000 would be taken from the Fund Balance. However, it appears that the year will end with a slight surplus.

Action Taken

No action taken due to lack of quorum.

4. Appointments to CDYCI Board

The CDYCI Board consists of 9 members; two each from Rensselaer, Saratoga and Schenectady Counties and three from Albany County since it is the host county. One Board member is appointed by each of the county legislative bodies and five are appointed by CDRPC Board. At this time, Board action is required to fill two vacancies

and appoint Commissioners from Albany and Schenectady Counties to serve on the CDYCI Board.

Mike Whalen and Mike Morelli, both from Albany County have expressed interest in serving on the CDYCI Board. A Commissioner from Schenectady County will give the appointment to the CDYCI Board at the March meeting. Formal nominations for both Albany and Schenectady Counties will be given at the March meeting.

Action Taken

No action taken due to lack of quorum.

5. The Year Ahead

Rocky made a PowerPoint presentation outlining the Commission's proposed activities during 2013.

The presentation is available on our website.

6. LTCP CSO Memo

The comment letter was received from DEC in mid December and there is a meeting scheduled today to go discuss the specifics of the comment letter.

CDRPC and Special Counsel have had two meetings to discuss the development of the intermunicipal structure for Phase II. Based on initial discussions, it appears a 501(c) 3 would be the preferred strategy, with additional intermunicipal agreements between the Albany Joint Pool Communities and sewer districts for projects involving the sewer districts, operations and maintenance.

7. Staff Activity Report

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

8. Other Business

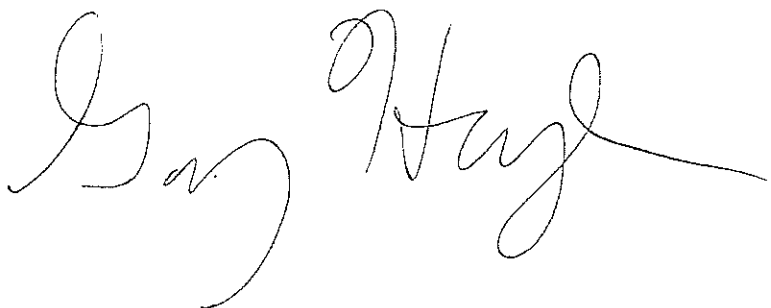
There was no other business.

9. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for March 20, 2013 at 8:30 am.

Respectfully submitted,

Gary Hughes
Secretary

A handwritten signature in black ink, appearing to read "Gary Hughes", written in a cursive style.



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MEMORANDUM (#13-06)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 12, 2013

Re: "NY Loves Technology" Initiative

Michael Tucker, the President and CEO for the Center for Economic Growth and Andrea Swank, the Director of Business Development and Marketing will outline the strategies CEG will sponsor and participate during 2013 designed to attract key industries in the technology sector to the Capital Region. Tactical marketing activities include participation at tradeshow and conferences, one on one targeted sales calls, and hosting special events and tours all designed to inform site selectors and prospects about the many assets the region has to offer and to witness our growth and progress firsthand.



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MEMORANDUM (#13-07)

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Vice Chair
John Murray

Secretary
Gary Hughes

Treasurer
Lucille McKnight

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To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 12, 2013

Re: Unaudited Financial Statement through December 31st, 2012

Enclosed for your review are the financial statements through December 31, 2012. This represents the Commission's final unaudited financial statement for 2012.

For the year, the revenues were at 94.4% of the approved budget while expenses were at 92.3%. Overall, revenues exceeded expenditures by \$3,351.08. The budget had anticipated that the expenditures would have exceeded revenue reducing our fund balance by \$11,884.

Revenue was less than anticipated for the NYSERDA grant since the contract was not signed until the end of April rather than an anticipated start date of January 1st. Expenses were greater than anticipated for Workshops and Conferences since we hosted more events during the year, including census training workshops. Part of the expense was offset by fees charged which generated \$5,290 in income. In a number of instances, expenses were less than anticipated as noted on the line item spreadsheet.

Based on the income statement for 2012, the January 1, 2013 unaudited Fund Balance is \$310,387.81 (\$307,036.73 + \$3,351.08). These are the financial records that will be provided to the auditor as part of the 2012 audit of our financial records. A final audited financial statement will be prepared and presented to the Commission at the July 2013 Board meeting.

CDRPC 2012 Income Statement

Account	2012 Budget	Oct 12	Nov 12	Dec 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	22.17	24.38	61.31	288.98	1,211.02	19.3%
R2770.1 Miscellaneous	100.00	-	-	-	2.00	98.00	2.0%
R2770.3 Contractual Services	20,000.00	-	-	6,000.00	17,425.33	2,574.67	87.1%
R2770.4 FTZ#121	30,000.00	-	-	-	25,000.00	5,000.00	83.3%
R2770.5 Conferences	6,000.00	1,180.00	120.00	30.00	5,290.00	710.00	88.2%
R2770.6 CDYCI	80,000.00	-	-	20,000.00	80,000.00	-	100.0%
R3900.3 NYSERDA	72,000.00	-	-	20,074.39	41,858.97	30,141.03	58.1%
R3900.6 CSO Grant	25,000.00	-	-	15,488.14	31,511.52	(6,511.52)	126.0%
R3900.7 Health Dept	17,000.00	-	-	1,130.50	14,341.20	2,658.80	84.4%
R4000.2 EDA	70,000.00	-	-	11,678.72	70,000.00	-	100.0%
R4000.3 Water Quality	67,000.00	-	-	19,167.06	59,609.36	7,390.64	89.0%
R4000.4 UPWP	120,000.00	-	-	30,110.28	122,956.70	(2,956.70)	102.5%
<i>Gross Revenue</i>	\$ 714,066.00	\$ 24,148.42	\$ 144.38	\$ 123,740.40	\$ 673,750.06	\$ 40,315.94	94.4%
2012 EXPENSE							
E.1010 Salaries	\$ 384,000.00	\$ 30,492.20	\$ 31,259.67	\$ 31,408.21	\$ 363,666.37	\$ 20,333.63	94.7%
E.1030 Temporary Services	14,000.00	-	-	-	5,015.00	8,985.00	35.8%
E.2010 Office Equipment	4,000.00	229.00	1,220.48	458.00	4,799.48	(799.48)	120.0%
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	-	-	199.22	4,278.69	1,221.31	77.8%
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	67.99	58.37	350.16	2,963.74	36.26	98.8%
E.4080 Books & Journals	750.00	-	-	-	353.75	396.25	47.2%
E.4090 Printing & Publishing	10,000.00	-	538.97	199.62	3,951.76	6,048.24	39.5%
E.4110 Rent	64,000.00	5,081.55	5,091.85	627.32	61,742.04	2,257.96	96.5%
E.4120 Telephone	4,000.00	293.37	278.31	168.61	3,254.09	745.91	81.4%
E.4121 Internet	1,000.00	62.96	62.96	31.48	1,051.94	(51.94)	105.2%
E.4130 Travel	10,000.00	2,908.56	235.60	1,945.63	9,135.14	864.86	91.4%
E.4140 Equipment Repairs	500.00	-	-	-	382.00	118.00	76.4%
E.4150 Postage	3,000.00	350.51	150.00	140.95	1,949.11	1,050.89	65.0%
E.4160 Miscellaneous	1,000.00	104.59	-	106.30	210.98	789.02	21.1%
E.4170 Payroll Services	1,900.00	146.80	146.80	221.80	1,917.85	(17.85)	100.9%
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	76.89	197.37	155.63	951.51	1,048.49	47.6%
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	2,361.90	2,420.61	2,431.98	28,555.10	3,044.90	90.4%
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	126.70	78,079.05	(79.05)	100.1%
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%
<i>Gross Expenses</i>	\$ 725,950.00	\$ 52,160.05	\$ 119,969.97	\$ 38,571.61	\$ 670,398.98	\$ 55,551.02	92.3%
<i>Net Operating Income</i>	\$ (11,884.00)	\$ (28,011.63)	\$ (119,825.59)	\$ 85,168.79	\$ 3,351.08		
A909 Fund Balance-Unreserved	11,884.00	-	-	-	-		
<i>Net Income</i>	\$ -	\$ (28,011.63)	\$ (119,825.59)	\$ 85,168.79	\$ 3,351.08		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition December 31, 2012

Assets

Cash — Checking	\$	29,690.57
Cash — Money Market		65,472.86
Cash — Certificates of Deposit		35,179.32
Petty Cash		200.00
Net Due from Private Persons/Organizations		31,684.80
Due from State & Federal Governments		210,939.24
Due from Other Governments		-
Prepaid Expenses		20,322.00
Carryover Revenue		1,458.68
		<hr/>
<i>Sub-Total: Assets</i>	\$	394,947.47
Expenses — Year-to-Date		670,398.98
		<hr/>

Total \$ 1,065,346.45

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		84,559.66
Deferred Project Revenue		-
Fund Balance — Unrestricted		307,036.73
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	391,596.39
Revenue — Year-to-Date	\$	673,750.06
		<hr/>

Total \$ 1,065,346.45

Net Income (Loss) \$ 3,351.08



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MEMORANDUM (#13-08)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 12, 2013
Re: Financial Statement through February 28th, 2013

Enclosed for your review and approval are the current financial statements through February 2013. Invoices were sent to each of the four counties. Albany and Rensselaer Counties pay semi-annually while Saratoga and Schenectady Counties are billed quarterly.

In several instances, the percent of year to date expenses are greater than what may be normally expected (Par = 16.7%) for the following reasons: under Computer Supplies/Software, our annual GIS software license to ESRI was renewed; under Insurance-General we paid our annual premiums and we paid most of our Worker's Comp and Unemployment Insurance. Finally, our Rent and Health Insurance expense reflect three months worth of payments.

As noted on the Statement of Financial Condition, on February 28th we had \$99,292.63 cash in the bank and outstanding receivables totaling \$169,808.71. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,179.32	November 23, 2013
Total: \$ 35,179.32		

CDRPC 2013 Income Statement

Account	2013 Budget	Jan 13	Feb 13	Year-to-Date	Balance	YTD %
2012 REVENUE						
R2390.1 Albany County	\$ 74,590.00	\$ 37,295.00	\$ -	\$ 37,295.00	\$ 37,295.00	50.0%
R2390.2 Rensselaer County	39,091.00	19,545.50	-	19,545.50	19,545.50	50.0%
R2390.3 Saratoga County	53,847.00	13,461.75	-	13,461.75	40,385.25	25.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	9,484.50	28,453.50	25.0%
R2401.0 Interest & Earnings	700.00	8.25	-	8.25	691.75	1.2%
R2770.1 Miscellaneous	100.00	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	-	-	-	20,000.00	0.0%
R2770.4 FTZ#121	30,000.00	18,750.00	-	18,750.00	11,250.00	62.5%
R2770.5 Conferences	6,000.00	-	-	-	6,000.00	0.0%
R2770.6 CDYCI	80,000.00	-	-	-	80,000.00	0.0%
R3900.3 NYSERDA	72,000.00	-	-	-	72,000.00	0.0%
R3900.6 CSO Grant	60,000.00	-	-	-	60,000.00	0.0%
R3900.7 Health Dept	17,000.00	-	-	-	17,000.00	0.0%
R4000.2 BDA	70,000.00	1,458.68	-	1,458.68	68,541.32	2.1%
R4000.3 Water Quality	55,000.00	-	-	-	55,000.00	0.0%
R4000.4 UPWP	129,000.00	-	-	-	129,000.00	0.0%
Gross Revenue	\$ 745,266.00	\$ 100,003.68	\$ -	\$ 100,003.68	\$ 645,262.32	13.4%
2012 EXPENSE						
E.1010 Salaries	\$ 395,000.00	\$ 32,788.48	\$ 32,788.48	\$ 65,576.96	\$ 329,423.04	16.6%
E.1030 Temporary Services	10,000.00	-	-	-	10,000.00	0.0%
E.2010 Office Equipment	5,000.00	-	215.98	215.98	4,784.02	4.3%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	-	6,000.00	0.0%
E.4030 Consultant Services	11,000.00	-	-	-	11,000.00	0.0%
E.4040 Agency Memberships	4,500.00	1,635.00	-	1,635.00	2,865.00	36.3%
E.4051 Computer Supplies/Software	5,500.00	3,428.00	-	3,428.00	2,072.00	62.3%
E.4055 Data Purchases	500.00	-	-	-	500.00	0.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	1,500.00	0.0%
E.4070 Office Supplies	3,000.00	396.06	61.66	457.72	2,542.28	15.3%
E.4080 Books & Journals	750.00	323.10	-	323.10	426.90	43.1%
E.4090 Printing & Publishing	10,000.00	545.04	55.00	600.04	9,399.96	6.0%
E.4110 Rent	64,000.00	9,752.78	4,981.98	14,734.76	49,265.24	23.0%
E.4120 Telephone	4,000.00	429.55	314.38	743.93	3,256.07	18.6%
E.4121 Internet	1,000.00	263.41	62.96	326.37	673.63	32.6%
E.4130 Travel	10,000.00	-	333.65	333.65	9,666.35	3.3%
E.4140 Equipment Repairs	500.00	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	150.00	6.15	156.15	2,843.85	5.2%
E.4160 Miscellaneous	1,000.00	5.01	-	5.01	994.99	0.5%
E.4170 Payroll Services	1,900.00	155.00	241.55	396.55	1,503.45	20.9%
E.4190 Contingent Fund	1,000.00	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	1,373.61	-	1,373.61	126.39	91.6%
E.4210 Meeting Expenses	1,500.00	-	100.56	100.56	1,399.44	6.7%
E.4260 Bad Debt Expense	-	-	-	-	-	-
E.8010 NYS Retirement	78,000.00	-	-	-	78,000.00	0.0%
E.8030 FICA	31,600.00	2,541.82	2,575.34	5,117.16	26,482.84	16.2%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	1,873.65	-	1,873.65	626.35	74.9%
E.8050 Ins.-Health	90,000.00	12,667.52	6,796.24	19,463.76	70,536.24	21.6%
E.8060 Ins.-Unemployment	1,200.00	494.34	237.20	731.54	468.46	61.0%
E.8070 Prof. Memberships	1,000.00	-	200.00	200.00	800.00	20.0%
E.8080 Continuing Education	1,000.00	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 748,450.00	\$ 68,822.37	\$ 48,971.13	\$ 117,793.50	\$ 630,656.50	15.7%
Net Operating Income	\$ (3,184.00)	\$ 31,181.31	\$ (48,971.13)	\$ (17,789.82)		
A909 Fund Balance-Unreserved	3,184.00	-	-	-		
Net Income	\$ -	\$ 31,181.31	\$ (48,971.13)	\$ (17,789.82)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

February 28, 2013

Assets

Cash — Checking	\$	30,105.77
Cash — Money Market		69,186.86
Cash — Certificates of Deposit		35,179.32
Petty Cash		200.00
Net Due from Private Persons/Organizations		13,804.30
Due from State & Federal Governments		95,763.16
Due from Other Governments		60,241.25
Prepaid Expenses		267.96
Carryover Revenue		-

Sub-Total: Assets \$ 304,748.62

Expenses — Year-to-Date 117,793.50

Total \$ 422,542.12

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		13,609.31
Deferred Project Revenue		(1,458.68)
Fund Balance — Unrestricted		310,387.81
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	322,538.44
Revenue — Year-to-Date	\$	<u>100,003.68</u>

Total \$ 422,542.12

Net Income (Loss) \$ (17,789.82)



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

2013 Officers

Chair
James Shaughnessy

Vice Chair
John Murray

Secretary
Gary Hughes

Treasurer
Lucille McKnight

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
Phillip Barrett
Jason Kemper
John Murray
Paul Sausville

Schenectady County
B. Donald Ackerman
Gary Hughes
Joe Landry
Matthew Martin
Barbara Mauro

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

Senior Planner
Joanna H. King

Office Manager
Donna M. Reinhart

MEMORANDUM (#13-09)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: March 12, 2013

Re: Appointments to CDYCI Board

The Capital District Youth Center Inc. (CDYCI) Board consists of 9 members; two each from Rensselaer, Saratoga and Schenectady Counties and three from Albany County since it is the host county. Per the CDYCI Bylaws, each of the four county legislative bodies appoints one Board member and CDRPC appoints 5 Commission members to serve on the Board: two from Albany County and one each from Rensselaer, Saratoga, and Schenectady counties. Currently, Commission appointees are: Commissioners Lucille McKnight representing Albany County, Stan Brownell representing Rensselaer County and Fred Acunto representing Saratoga County.

Board action is requested to fill the two vacancies and appoint Commissioners from Albany and Schenectady Counties to serve on the CDYCI Board.



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MEMORANDUM (#13-10)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: March 12, 2013
Re: Long Term Control Plan – Combined Sewer Overflow Study

On January 16th CDRPC, the Albany Pool Joint Venture Team (APJVT), Richard Davis of Beveridge & Diamond, the Albany Pool Communities and sewer districts met with DEC staff to review comments on the draft Long Term Control Plan (LTCP). At the meeting DEC discussed the need for the Plan to include additional green infrastructure projects, more information on the impacts of overflow on the tributaries and knee of the curve analyses for various levels of CSO capture and floatables controls.

The Albany Pool Communities are in a fairly unique position due to the size of the Hudson River and the tidal influences, which allow for fast assimilation of bacteria. As a result, the draft LTCP anticipates being able to achieve current water quality standards, whereas most communities have to undertake lengthy knee of the curve analyses to determine how they might best come as close as possible to attaining water quality standards. Requiring the Albany Pool Communities to provide knee of the curve analyses in order to provide data on possible additional projects would take the communities beyond the State water quality standards and increase costs considerably.

Meetings have been held with DEC to discuss the issues outlined in the comment letter. Richard Davis has met with DEC's attorney, Carol Conyers regarding water quality standards and the steps that will be taken to modify the permits once the LTCP has been approved. DEC is also requesting monthly meetings with all of the communities to review progress on the discussions and negotiations. Due to the considerable time that has elapsed since the LTCP study and the change of DEC staff involved in the project, the APJVT will be presenting PowerPoint reviews of key topics.

CDRPC met with the sewer districts to discuss possible governance structure, construction and operation scenarios. It is anticipated that CDRPC and Stephen

Gordon of Beveridge & Diamond, will meet with the communities to discuss governance within the next few weeks.

All of the communities have signed and returned the legal retainer agreement and the sewer districts are in the process of getting the retainer signed. Both the APJVT and Beveridge & Diamond have provided budget estimates for the negotiation and governance structure tasks. These estimates have been forwarded to the communities and CDRPC will be drawing up a funding amendment for the existing Intermunicipal Arrangement.

Here-in-after, weekly technical committee meetings will be held to ensure that the communities are kept apprised of the discussions and negotiations underway.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

January 7, 2013 to March 10, 2013

A. ADMINISTRATION

1. The 2012 Q4 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, NYSERDA contract, and the Community Gardens project.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 50 call-in and e-mail data requests during the reporting period.
2. For the first two months of 2013, CDRPC's website received 155,152 page hits, down 19.1% from 2012 (NYS DOT & the Thruway Authority disabled our direct links to their traffic web cams, a major source of page hits); and 15,295 visitors, up 16.4% 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. Five-year school enrollment projections are underway for the South Glens Falls School District.

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. The 2013-2014 work plan and budget has been approved by NYS DEC.
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. Staff is also serving on the Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. A public meeting was held at the Green Tech high school, on February 7, to showcase the Patroon Creek daylighting project. It is anticipated that the preliminary design phase will be completed by March 31, 2013.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

4. Weekly small group negotiations have been scheduled with DEC in addition to monthly steering committee meetings in order to respond to the Combined Sewer Overflow Long Term Control Plan Comment letter prepared by DEC. (See Memo 13-10)

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. 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 undergoing qualitative review. The TAZ projections have been completed for Schenectady County.
3. 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, the City of Albany Bike Share Study, the Clifton Park Form Based Code linkage study, the city of Watervliet Bike Master Plan, and staff is reviewing consultant proposals for the East Greenbush Design Guidelines study.
4. Staff has been participating on the advisory committee of the city of Albany's Transit Oriented Design Study. The study was recently completed.
5. Staff have been working on the NYSERDA-funded Climate Smart Communities Grant. CDRPC has partnered 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 thirteen CSC participants and customized service strategies have been developed for these communities. Implementation of the strategies is underway. Staff is also preparing the scope of work for the second year of this program.

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 75.4% for January and 80.1% for February 2013.
3. Billings to the counties using the Facility were computed and sent out through February 2013.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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 has received FTZ Board authorization for a Subzone and has initiated a Production request. After public feedback, the FTZ Board is requiring a full Production application which may take 9-12 months. Staff is currently compiling the 2012 fiscal year annual report. Staff is working with IMS Worldwide, HSBC, Mohawk Global Logistics, Gerry Shaye, and the Tech Valley Global Business Network to arrange an import-export training day. FTZ Inquiries: 1, China.
3. The January/February issue of *Capital District Data* was prepared and published. The issue includes 2007-2011 American Community Survey demographic and economic data for the Region's municipalities and counties.
4. The Executive Director is co-leading the Project Metrics and Monitoring Work Group of the Capital Region Economic Development Council with Ann Moynihan. There have been several council and Executive Committee meetings held during the last two months. In addition, discussions are underway with the other Work Group leaders to identify the appropriate metrics to monitor plan progress.

MEETINGS:

- 1/08/13 Ferraro & Shannon: CSO engineering/legal preparatory meeting.
- 1/09/13 Ferraro: CDTC Planning Committee meeting.
- 1/09/13 Shannon: Schenectady County Water Quality Coordinating Committee meeting.
- 1/10/13 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 1/10/13 Fabozzi & Ferraro: Phone meeting with Climate Smart Community Pilot Consultants.
- 1/10/13 Ferraro: Capital Region Coordinating Council meeting.
- 1/11/13 Ferraro: Capital District Library Council Trustee meeting.
- 1/11/13 Ferraro & Shannon: CSO Project Management meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 1/14/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 1/15/13 Ferraro: NYS Association of Regional Councils Executive Director's meeting.
- 1/16/13 Ferraro & Shannon: CSO meeting with DEC.
- 1/16/13 Ferraro & Shannon: CSO Technical Committee meeting.
- 1/17/13 Ferraro & Shannon: CSO engineering/legal meeting.
- 1/18/13 Ferraro: Capital Region Economic Development Council meeting.
- 1/22/13 Shannon: Rensselaer County MS4 Coordinators' Committee meeting.
- 1/23/13 Ferraro: CDTC Planning Committee meeting.
- 1/23/13 Ferraro & Shannon: CSO legal conference call.
- 1/23/13 Ferraro & Shannon: CSO Project meeting with the Albany County Sewer District.
- 1/23/13 Fabozzi: Watervliet Bike Plan consultant review meeting.
- 1/24/13 Shannon: Stormwater Coalition of Albany County meeting.
- 1/24/13 Shannon: Webinar: Soil's Role in Processing Pollutants.
- 1/24/13 Fabozzi: CDTC Regional Linkage Forum.
- 1/25/13 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 1/25/13 Ferraro & King: Meeting with Barbara Mauro re. Niskayuna demographics.
- 1/28/13 Shannon: FTZ meeting with Joann Erenhouse.
- 1/28/12 Ferraro & Shannon: CSO engineering/legal conference call.
- 1/28/13 Fabozzi: Climate Smart Communities consultation meetings with city of Schenectady and the town of Niskayuna.
- 1/29/13 Ferraro: Regional Transportation Coordination Committee meeting.
- 1/29/13 Fabozzi: Climate Smart Communities consultation meetings with city of Rensselaer and Albany County.
- 1/30/13 Ferraro: Meeting with DEC re: CSO LTCP.
- 1/30/13 Ferraro: Presenter at Saratoga County Planning & Zoning Conference.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 1/30/13 Shannon: EPA Webinar: New Recreational Water Quality Criteria.
- 1/30/13 Fabozzi: Climate Smart Communities certification program meeting.
- 1/31/13 Shannon: Patroon Creek Core Management Group meeting.
- 1/31/13 Ferraro: Clifton Park Form Based Code Linkage study work group meeting.
- 2/01/13 Ferraro & Shannon: CSO Project meeting with the Rensselaer County Sewer District.
- 2/06/13 Ferraro & King: CSO Technical Committee meeting.
- 2/06/13 Ferraro: CDTC Planning Committee meeting.
- 2/07/13 Shannon: Patroon Creek public meeting.
- 2/07/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 2/07/13 Ferraro & King: Meeting with CREDC Metrics & Measurements workgroup
- 2/08/13 Ferraro: Capital District Library Council Board meeting.
- 2/08/13 King & Shannon: NYSARC/ DEC conference call on newly designated MS4 communities.
- 2/11/13 Ferraro: Meeting with DEC re: CSO LTCP.
- 2/11/13 Fabozzi: Watervliet Bike Plan meeting.
- 2/12/13 Fabozzi: CDTC Bike/Ped Taskforce meeting.
- 2/12/13 Ferraro: Age Cohort Projections Presentation to the Town of Colonie Senior Services Committee.
- 2/12/13 Ferraro: CEG NY Loves Technology Kick off meeting.
- 2/12/13 King & Shannon: DEC meeting with newly designated MS4 communities to discuss MS4 program.
- 2/13/13 Fabozzi: Phone meeting with Climate Smart Communities Consultant regarding the year-two program.
- 2/13/13 Ferraro: Capital Region Economic Development Council meeting.
- 2/13/13 Ferraro & Shannon: CSO Technical Committee meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 2/14/13 Shannon: Saratoga County MS4 Coordinators' Committee meeting.
- 2/14/13 Shannon: Patroon Creek project meeting with Copenhagen Environmental.
- 2/14/13 Shannon: Saratoga County Water Quality Coordinating Committee meeting.
- 2/15/13 Fabozzi: Saratoga Springs Climate Smart Communities Taskforce meeting.
- 2/19/13 Shannon: CSO legal conference call.
- 2/20/13 Ferraro: Saratoga County Rural Preservation Company Board meeting.
- 2/20/13 Shannon: FTZ program meeting with Ralph Bocchino, HSBC.
- 2/20/13 Fabozzi: Mohawk River Basin study codes review subcommittee meeting.
- 2/20/13 King: Meeting with Moreau building inspector regarding South Glens Falls School District enrollment projections.
- 2/20/13 King: Meeting with Northumberland building inspector regarding South Glens Falls School District enrollment projections.
- 2/21/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 2/21/13 Shannon: DEC Sewer Survey conference call with CSO communities.
- 2/21/13 Fabozzi: Meeting with Patterns for Progress and Central Hudson Regional Planning regarding CDRPC GIS applications.
- 2/21/13 Ferraro & King: Meeting with Patterns for Progress and Central Hudson Regional Planning regarding CDRPC data services.
- 2/22/13 Ferraro & Shannon: CSO legal conference call.
- 2/22/13 Fabozzi: Albany County Water Quality Coordinating Committee meeting.
- 2/22/13 Fabozzi and King: Meeting with CDTC regarding UPWP environmental justice tasks.
- 2/25/13 Fabozzi: Climate Smart Communities consultation meetings with town of Hunter.
- 2/25/13 Ferraro: Focus Goup participant re: Data Technologies/Integration.
- 2/26/13 Ferraro & Shannon: CSO engineering/legal meeting.
- 2/26/13 Shannon: FTZ Board webinar: Zone Schedules under the new Regulations.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 2/27/13 Shannon: Patroon Creek Core Management Group meeting.
- 2/28/13 Shannon: Stormwater Coalition of Albany County meeting.
- 2/28/13 Shannon: CSO/MS4 introductory meeting with Charles Moore, City of Rensselaer.
- 2/28/13 Fabozzi: Phone meeting with city of Rensselaer to discuss Climate Smart Communities service strategy.
- 3/1/13 Fabozzi: Phone meeting with Climate Smart Communities Consultant regarding pilot program activities.
- 3/05/13 Ferraro & Shannon: CSO legal conference call.
- 3/05/13 Ferraro: Saratoga PLAN TDR Advisory Committee meeting.
- 3/06/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 3/06/13 Ferraro & Shannon: CSO Technical Committee meeting.
- 3/06/13 Ferraro: Clifton Park Town Center Form Based Code Workshop.
- 3/07/13 Ferraro: Capital Region Economic Development Council Executive Committee meeting.
- 3/07/13 Ferraro: CSO Meeting with DEC.
- 3/08/13 Shannon: Patroon Creek Watershed meeting.