



CDRPC

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

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Vice Chair
John Murray

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Gary Hughes

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Project Manager/ Environmental Planner
Martin R. Daley

Senior Planner
Joanna H. King

Office Manager
Donna M. Reinhart

Planning Intern
Bryan Jackson

COMMISSION MEETING

8:30 am, Wednesday, December 18, 2013

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

AGENDA

1. Welcome/Introductions
Martin Daley, new CDRPC staff person
2. October 16th 2013 Meeting Minutes*
3. Presentation by Deborah Sturm Rausch, Executive Director of the Capital Region Maritime Center (Memo 13-23)
4. Financial Statement through November 30th 2013 (Memo 13-24)*
5. Report from Nominating Committee (Memo 13-25)*
6. Proposed 2014 Budget (Memo 13-26)*
7. Proposed 2014 Meeting Schedule (Memo 13-27)*
8. LTCP - CSO Update (Memo 13-28)
9. Staff Activity Report
10. Other Business
11. Next Commission Meeting Date: January 15th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

October 16, 2013

CDRPC Conference Room

One Park Place, Suite 102

Albany, New York 12205

Minutes

PRESENT: Willard Bruce, Lucille McKnight, Michael Morelli, Kristin Swinton, Michael Whalen, Judy Breselor, James Shaughnessy, Fed Acnto, Philip Barrett, Jason Kemper, Paul Sausville, Donald Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

ABSENT: Stan Brownell, Michael Cristo, Michael Stammel, John Murray, Matthew Martin

PRESIDING: James Shaughnessy, Chair, called the meeting to order at 8:30am.

1. Welcome & Introduction of Guests

There were no guests in attendance.

2. July 17, 2013 Meeting Minutes

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

Action Taken

Fred Acunto made a motion to approve the July 17, 2013 meeting minutes and Lucille McKnight seconded. The minutes were approved unanimously.

3. Financial Statement through September 30, 2013

The financial statement represents activities through September 30, 2013. Through the first nine months, revenues are at 79.1% and expenses are at 64.9%. There is approximately \$297,099 cash in the bank including one CD and outstanding receivables totaling \$116,423.

Rocky expressed slight concern regarding the UPWP (transportation) project not being completed due to the government shut down. The task involving employment projections cannot be completed because the information is not available from the Census Bureau at this time. Rocky believes we will not expend the full \$55,000 between October 1 and December 31. Rocky has been in contact with CDTC regarding the delay in completing the project and they are aware of the situation.

The CSO project was budgeted for \$60,000 in revenue and thus far we have billed for \$77,000; Rocky expects to bill for approximately \$20,000 during the next quarter.

Action Taken

Bill Bruce made a motion to approve the Financial Statement and Don Ackerman seconded. The motion was approved unanimously.

4. Appointment of Nominating Committee

Phil Barrett agreed to Chair and serve on the nominating committee for 2014 officers. Phil will report back at the December meeting with the recommendations for 2014 officers.

5. Appointment of New Staff Person

With the resignation of Deb Shannon in August, a Project Manager position responsible for managing the implementation of the Albany Pool Combined Sewer Overflow Long Term Control Plan needs to be filled. The position will be full time primarily responsible for the CSO project.

The position was advertised in the Times Union as well as the NY Upstate Chapter of the American Planning Association through an email distribution list along with a posting on their website and CDRPC's website. Sixteen resumes were received and five persons were interviewed. A representative from the Albany Pool communities participated in the interviews.

From the five interviews, Martin Daley was selected and offered the position pending approval from the Board. Martin is presently the Program Manager at Park & Trails NY. Rocky highly recommends Martin as a candidate for the position and believes his excellent technical and personal skills will be a great addition to CDRPC staff. If approved by the Board, Martin will start Monday, November 25, 2013.

Action Taken

Phil Barrett made a motion to approve the hiring of Martin Daley as Project Manager and Judy Breselor seconded. The motion was approved unanimously.

6. Metrics Report Presentation by Joanna King

CDRPC staff was responsible for the creation of a data appendix for inclusion in the Capital Region Economic Development Council 2013 Strategic Plan Update and Progress Report. The metrics were chosen to measure success toward the Council's vision for a better tomorrow in the Capital Region and to ensure that our collective efforts result in positive changes outlined in the Plan's goals and strategies.

The metrics are designed to provide an on-going analysis of the Region by focusing attention on critical needs; encouraging discussion of solutions; and keeping track of progress toward achieving economic, environmental, and social sustainability.

Joanna King gave a PowerPoint presentation to the Board reviewing the eight CREDC goals included in the data dashboard.

7. LTCP – CSO Update

Negotiations with DEC have continued specifying the language to be included in the Consent Order. It is expected that the agreement between the Albany Pool communities and DEC will be forthcoming shortly. CDRPC will be the designated Project Manager working on behalf of the Albany Pool communities to assure implementation of the LTCP. While the agreement is being finalized, a preliminary RFQ has been prepared seeking Bond Counsel services to provide legal advisory services and other assistance as necessary with respect to the issuance of general obligation debt to pay for the capital improvements outlined in the Plan.

There is an intermunicipal agreement among the six communities that has been signed to create a 501(3)(c). The project is moving forward in a positive way and Rocky looks forward to hiring a new Project Manager who will be responsible for managing implementation of the Plan per the requirements outlined in the Consent Order.

Rocky informed the Board that he was contacted by a reporter from the Times Union requesting a copy of the revised Long-Term Control Plan for Combined Sewer Overflow submitted by the Commission to the NYS DEC. This document has not been made public and is not subject for public review due to negotiations with DEC. Rocky declined the initial request and Friday, October 11, 2013 the request came through pursuant to the New York Freedom of Information Law (FOIL). DEC received the same request. Rocky will be responding by refusing the FOIL request. Due to the private enforcement action under negotiations, legal counsel has told him that it is exempt from disclosure under FOIL.

8. Staff Activity Report

The NYSEDA funded Climate Smart Communities Program is now into year two and is moving forward. Todd Fabozzi is the Project Manager on this project and there has been a lot of positive feedback coming back from the communities.

9. Other Business

There was no other business at this time.

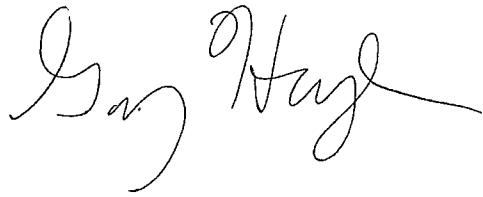
10. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for December 18, 2013 at 8:30 am.

Adjournment

Don Ackerman made a motion to adjourn the meeting and Lucille McKnight seconded. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Hughes". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Gary Hughes
Secretary



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MEMORANDUM (#13-23)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: December 12, 2013

Re: Presentation by Deborah Sturm Raush, Executive Director Capital Region Maritime Center

Deborah Sturm Raush, Executive Director of the Capital Region Maritime Center will make a PowerPoint presentation to the Board about the Center's Mission, Vision, Goals and Programs. The Maritime Center is located along the Mohawk River in Alplaus. Began in 1997 as a collaborative educational effort between business, government, human service, and community organizations, it is the only nonprofit Maritime Center serving northeastern New York.

The Mission of the Maritime Center is "to develop and offer programs, services, and other activities for youth and the general population related to education, history, recreation, travel and tourism ecological and natural sciences and maritime occupations". Included is a brochure describing the Center and its program offerings that will be expanded upon by Deborah in her presentation to the Commission.

Donations

The CRMC is a 501 (c)3 charitable organization registered with the Internal Revenue Service. We welcome your donations and support (monetary, in-kind service and/or equipment). Please make checks payable to Capital Region Maritime Center. *Donations are tax deductible to the fullest extent allowable by law.*

Suggested Donation Levels:

___\$35 ___\$50 ___\$100 ___\$250 ___\$500
___\$1,000 ___\$2,500 ___\$5,000+ ___ Other

Your gift at this level will help enroll an at-risk student in the Maritime Center's Building to Teach program to teach math through boatbuilding.

Membership

Join us! CRMC welcomes you. Members receive discounts on programs, classes and facility rentals at the Center, as well as other benefits. *Please complete this form and send it with your check to CRMC at 901 Maritime Dr, PO Box 22, Alplaus, NY 12008.*

Individual Membership Options:

Please circle your choice:

- \$50 - Silver Anchor
- \$100 - Gold Anchor
- \$250 - Platinum Anchor
- \$500 - Steersman
- \$1000 - Captain
- \$2500 - Commodore *(Lifetime membership)*

- My check is enclosed.
- Please automatically renew my membership.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

E-MAIL: _____

*COMPANY: _____

Company Address: _____

**Information needed for possible matching donation program.*

Corporate/Organization Memberships:

Please inquire.



The Capital Region Maritime Center, Inc.

*Northeastern New York's only
nonprofit maritime center
serving the Capital Region*



Capital Region Maritime Center

901 Maritime Drive
PO Box 22

Alplaus, NY 12008

www.themaritimecenter.org

Phone: 518.384.0644

Fax: 518.384.7782

capitalregionmaritimecenter@gmail.com

Welcome Aboard!

Mission

The mission of the Capital Region Maritime Center, Inc. (CRMC) is to develop and offer programs, services and other activities for youth and the general population related to education, history, education, recreation, travel and tourism, ecological and natural sciences and maritime occupations.



Goals

The CRMC's goals include:

Building a community and academic center where people, including underserved and at-risk youth, can learn about and engage in general education and maritime-related activities;

Developing practical skills which may help individuals prepare for job opportunities with the maritime trades and industry;

Supporting educational, vocational, occupational and recreational aspects of the maritime trades, the industry and related fields;

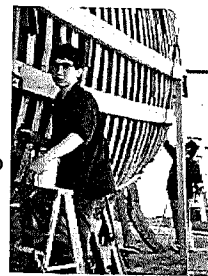
Promoting and fostering the advancement of the physical, social and moral standards of the community including social and civic responsibility in support of the Mohawk River and other waterways in the area; and,

Creating other kindred forms of endeavors that will tend to promote an interest in and activities related to the marine environment, recreation, trades and maritime history.

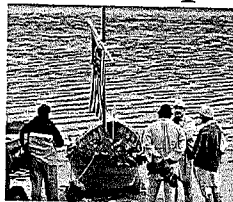
Collaborating with like-minded organizations to bring additional programs, services and opportunities to the Mohawk River in the Capital Region.

Vision

Through a grassroots approach, CRMC will collaborate with education, civic, health, recreation and tourism organizations to help improve the quality of life for youth and the general public in NY's Capital Region.



Philosophy



CRMC believes that the Hudson and Mohawk Rivers have been neglected resources with rich histories that can be effectively harnessed to enhance all parts of life. By growing interest in and enthusiasm for these waterways, the CRMC will help build the leaders of tomorrow, spur economic growth, provide educational and vocational opportunities, and other inspire local development.

The Center

Located along the shores of the Mohawk River in Alplaus, Town of Glenville, NY, where Saratoga and Schenectady



counties meet, the CRMC is the only nonprofit Maritime Center serving northeastern New York. It began in 1997 as a collaborative educational effort between business, government, human service and community organizations dedicated to a common purpose.

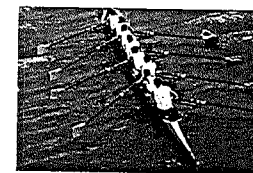
Program Highlights

CRMC is home to:



Saratoga Academy for Leadership and Maritime Programs,

a private middle school program for students in grades 4-8. The Academy is a character-based, independent, recognized leader in instructional excellence, academic achievement and whole-child development.



Crew Programs including the Burnt Hills Rowing Association and Shenendahowa Rowing Club.

CRMC is proud to offer:

Boatbuilding programs for at-risk to advanced students, families, groups, organizations, and others. Our version of the nationally recognized *Building to Teach* program from



Alexandria, VA, teaches STEM subjects, especially math, through boatbuilding and more. Students learn by doing, connect and achieve success!

The Erie Canalway Experience - People are



raving about our *Erie Canalway Experience* tourism program. Through a collaboration with the Mohawk Towpath Scenic Byway Coalition and local

partners, the program provides hands-on experiences on NY's Erie and Champlain Canals. Participants learn about canal history, how a lock works, and go by boat through a lock. Seasonally offered by reservation. Group rates available.

CRMC also offers boater safety and other programs as well as special events including the Mohawk Gateway Canal Fest and the Family Fishing Derby and Pig Roast.



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MEMORANDUM (#13-24)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: December 12, 2013
Re: Monthly Financial Statement

Enclosed for your review and approval are the current financial statements through November 2013. Through the first eleven months of the fiscal year, revenues are at 84.8% of the budgeted amount and expenses are at 87.8%.

The revenues do not reflect work completed during October and November for contracts that are billed on a quarterly basis. (October – December). Fourth quarter invoices will be prepared for billing in January. For expenses, with the exception of the utility costs, the rent has been fully paid for 2013 along with the employee health insurance. Also, the New York State Retirement bill payment due in February 2014 was fully paid in the amount of \$81,272 which is reflected on the statement. Last year, the amount paid into the Retirement system was \$71,717 and the year before it 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 \$210,160.86 cash in the bank and outstanding receivables totaling \$39,969.50. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,179.32	November 22, 2014
Total: \$ 35,179.32		

CDRPC 2013 Income Statement

Account	2013 Budget	Aug 13	Sep 13	Oct 13	Nov 13	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	700.00	23.94	21.38	22.39	21.92	202.34	497.66	28.9%
R2770.1 Miscellaneous	100.00	-	-	-	-	1.95	98.05	2.0%
R2770.3 Contractual Services	20,000.00	-	5,000.00	-	-	10,000.00	10,000.00	50.0%
R2770.4 FTZ#121	30,000.00	-	-	-	-	29,000.00	1,000.00	96.7%
R2770.5 Conferences	6,000.00	300.00	90.00	120.00	-	3,870.00	2,130.00	64.5%
R2770.6 CDYCI	80,000.00	-	20,000.00	-	-	60,000.00	20,000.00	75.0%
R3900.3 NYSERDA	72,000.00	-	29,889.37	-	-	61,885.40	10,114.60	86.0%
R3900.6 CSO Grant	60,000.00	-	21,409.01	-	-	77,477.75	(17,477.75)	129.1%
R3900.7 Health Dept	17,000.00	-	-	-	-	-	17,000.00	0.0%
R4000.2 EDA	70,000.00	-	28,157.52	-	-	63,157.52	6,842.48	90.2%
R4000.3 Water Quality	55,000.00	-	8,319.48	-	-	47,030.99	7,969.01	85.5%
R4000.4 UPWP	129,000.00	-	13,597.76	-	-	74,237.01	54,762.99	57.5%
Gross Revenue	\$ 745,266.00	\$ 323.94	\$ 126,484.52	\$ 23,088.64	\$ 21.92	\$ 632,328.96	\$ 112,937.04	84.8%
2012 EXPENSE								
E.1010 Salaries	\$ 395,000.00	\$ 34,628.21	\$ 28,664.82	\$ 28,664.82	\$ 29,722.51	\$ 351,199.72	\$ 43,800.28	88.9%
E.1030 Temporary Services	10,000.00	1,347.50	456.50	577.50	654.50	6,413.00	3,587.00	64.1%
E.2010 Office Equipment	5,000.00	229.00	271.79	229.00	229.00	2,548.77	2,451.23	51.0%
E.2020 Furniture & Furnishings	1,000.00	409.98	-	-	-	1,093.23	(93.23)	109.3%
E.4020 Workshops & Conferences	6,000.00	-	-	-	-	6,014.68	(14.68)	100.2%
E.4030 Consultant Services	11,000.00	-	-	-	-	7,200.00	3,800.00	65.5%
E.4040 Agency Memberships	4,500.00	-	145.00	-	-	3,780.00	720.00	84.0%
E.4051 Computer Supplies/Software	5,500.00	1,460.22	-	86.38	-	5,098.78	401.22	92.7%
E.4055 Data Purchases	500.00	-	-	-	-	425.00	75.00	85.0%
E.4060 Equipment Maintenance	1,500.00	-	-	-	-	150.00	1,350.00	10.0%
E.4070 Office Supplies	3,000.00	112.35	306.77	58.21	195.13	2,358.51	641.49	78.6%
E.4080 Books & Journals	750.00	-	150.80	45.00	-	518.90	231.10	69.2%
E.4090 Printing & Publishing	10,000.00	549.30	1,038.65	-	605.71	4,280.72	5,719.28	42.8%
E.4110 Rent	64,000.00	4,855.11	5,221.17	4,859.88	4,863.80	59,068.29	4,931.71	92.3%
E.4120 Telephone	4,000.00	327.84	390.57	291.87	299.58	3,784.84	215.16	94.6%
E.4121 Internet	1,000.00	88.50	88.50	88.50	88.50	1,045.15	(45.15)	104.5%
E.4130 Travel	10,000.00	1,134.22	-	72.32	429.13	3,965.36	6,034.64	39.7%
E.4140 Equipment Repairs	500.00	-	-	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	242.00	150.00	-	150.00	1,427.59	1,572.41	47.6%
E.4160 Miscellaneous	1,000.00	-	39.92	-	65.66	167.50	832.50	16.8%
E.4170 Payroll Services	1,900.00	156.50	156.50	151.66	151.66	1,756.67	143.33	92.5%
E.4190 Contingent Fund	1,000.00	-	-	-	-	-	1,000.00	0.0%
E.4200 Insurance-General	1,500.00	-	-	-	-	1,373.61	126.39	91.6%
E.4210 Meeting Expenses	1,500.00	143.72	4.37	123.74	131.97	1,527.50	(27.50)	101.8%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-	-
E.8010 NYS Retirement	78,000.00	-	-	-	81,272.00	81,272.00	(3,272.00)	104.2%
E.8030 FICA	31,600.00	2,802.42	2,261.30	2,270.56	2,374.12	27,960.61	3,639.39	88.5%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	-	1,873.65	626.35	74.9%
E.8050 Ins.-Health	90,000.00	6,577.19	6,358.14	6,358.14	6,577.19	79,315.62	10,684.38	88.1%
E.8060 Ins.-Unemployment	1,200.00	20.21	6.85	8.67	28.96	1,040.79	159.21	86.7%
E.8070 Prof. Memberships	1,000.00	-	-	-	60.00	260.00	740.00	26.0%
E.8080 Continuing Education	1,000.00	-	240.00	50.00	185.00	535.00	465.00	53.5%
Gross Expenses	\$ 748,450.00	\$ 55,084.27	\$ 45,951.65	\$ 43,936.25	\$ 128,084.42	\$ 657,455.49	\$ 90,994.51	87.8%
Net Operating Income	\$ (3,184.00)	\$ (54,760.33)	\$ 80,532.87	\$ (20,847.61)	\$ (128,062.50)	\$ (25,126.53)		
A909 Fund Balance-Unreserved	3,184.00	-	-	-	-	-		
Net Income	\$ -	\$ (54,760.33)	\$ 80,532.87	\$ (20,847.61)	\$ (128,062.50)	\$ (25,126.53)		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition

November 30, 2013

Assets

Cash — Checking	\$	30,422.90
Cash — Money Market		179,737.96
Cash — Certificates of Deposit		35,181.24
Petty Cash		200.00
Net Due from Private Persons/Organizations		4,554.30
Due from State & Federal Governments		35,415.20
Due from Other Governments		-
Prepaid Expenses		1,667.88
Carryover Revenue		-
		<hr/>
<i>Sub-Total: Assets</i>	\$	287,179.48
Expenses — Year-to-Date		657,455.49
		<hr/>

Total \$ 944,634.97

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		1,918.20
Deferred Project Revenue		-
Fund Balance — Unrestricted		310,387.81
		<hr/>
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	312,306.01
Revenue — Year-to-Date	\$	632,328.96
		<hr/>

Total \$ 944,634.97

Net Income (Loss) \$ (25,126.53)



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MEMORANDUM (#13-25)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: December 12, 2013
Re: Nominating Committee

Commissioner Phil Barrett, Chair of the Nominating Committee, will present the following proposed slate of officers for 2014 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: John Murray (Saratoga County)
Vice Chair: Gary Hughes (Schenectady County)
Secretary: Lucille McKnight (Albany County)
Treasurer: Judy Breselor (Rensselaer County)



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

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Senior Planner
Joanna H. King

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Donna M. Reinhart

Planning Intern
Bryan Jackson

MEMORANDUM (#13-26)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: December 12, 2013
Re: Proposed 2014 Budget

Enclosed for your review and approval is the proposed 2014 Budget for CDRPC operations.

The proposed budget includes three columns in addition to the Account names. The first column identifies the 2013 Approved Budget amount, the second is the proposed 2014 Budget amount, and the third column represents the difference between the 2013 and 2014 Budgets.

Budget highlights include the following:

- The proposed county dues will remain the same for 2014. 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.
- Per the Order on Consent, CDRPC will be managing implementation of the approved Combined Sewer Overflow Long Term Control Plan on behalf of the Albany Pool communities.
- Beginning May 1st, we will likely be entering into the third 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 remain the same based on current contracts beginning April 1, 2014. However, we have a higher than expected carryover amount due to the Census Bureau delay releasing employment statistics needed to do the employment projections.
- Under salaries, the proposed overall increase takes into account the hiring of a part time professional staff person to be responsible for the financial management and record keeping for CDRPC, CDYCI and the CSO LTCP.
- The Intern line item has been funded to accommodate a part time person during nine months and full time during the three month summer break. The position will be filled if warranted to meet program requirements.
- The contribution to the State Retirement system is based on an estimated 2015 payment that will be paid in December 2014. This year our actual bill paid in December was \$81,272. The increase takes into account the hiring of a part time person. Based on the preliminary information we have received from the State Retirement System, there is not expected to be a rate increase from this year. In fact the rate I projected to decrease slightly. The recently paid 2013 payment ranged from 21.0% to 26.2%.
- For 2013 it appears that we may end the year with a surplus despite appropriating \$3,184 in order to balance the budget. If that is the case, our end of the year unrestricted 2012 Fund Balance will be approximately \$315,000.

CDRPC 2014 Proposed Budget

Account	2013 Approved Budget	2014 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	700.00	300.00	(400.00)
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	82,000.00	2,000.00
R3900.3 NYSERDA	72,000.00	72,000.00	-
R3900.6 LTCP CSO	60,000.00	150,000.00	90,000.00
R3900.7 Health Dept	17,000.00	-	(17,000.00)
R4000.2 EDA	70,000.00	60,000.00	(10,000.00)
R4000.3 Water Quality	55,000.00	40,000.00	(15,000.00)
R4000.4 UPWP	129,000.00	150,000.00	21,000.00
Gross Revenue	\$ 745,266.00	\$ 815,866.00	\$ 70,600.00
EXPENSE			
E.1010 Salaries	\$ 395,000.00	\$ 440,000.00	45,000.00
E.1030 Intern	10,000.00	14,000.00	4,000.00
E.2010 Office Equipment	5,000.00	5,000.00	-
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	8,600.00	(1,400.00)
E.4110 Rent	64,000.00	64,000.00	-
E.4120 Telephone	4,000.00	4,500.00	500.00
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	2,100.00	200.00
E.4190 Contingent Fund	1,000.00	1,016.00	16.00
E.4200 Insurance-General	1,500.00	1,500.00	-
E.4210 Meeting Expenses	1,500.00	1,800.00	300.00
E.8010 NYS Retirement	78,000.00	92,000.00	14,000.00
E.8030 FICA	31,600.00	35,600.00	4,000.00
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	3,000.00	500.00
E.8050 Ins.-Health	90,000.00	90,000.00	-
E.8060 Ins.-Unemployment	1,200.00	1,500.00	300.00
E.8070 Prof. Memberships	1,000.00	1,000.00	-
E.8080 Continuing Education	1,000.00	1,000.00	-
Gross Expenses	\$ 748,450.00	\$ 815,866.00	\$ 67,416.00
Net Operating Income	\$ (3,184.00)	\$ -	\$ -
A825 Fund Balance-Reserved			-
A909 Fund Balance-Unreserved	3,184.00	-	-
Net Income	\$ -	\$ -	\$ -



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MEMORANDUM (#13-27)

To: Commissioners
From: Rocky Ferraro, Executive Director
Date: December 10, 2013
Re: 2014 Proposed Meeting Schedule

The following are proposed dates for the 2014 Commission meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 8:30 AM.

January 15, 2014

March 19, 2014

May 21, 2014

July 16, 2014

October 15, 2014

December 17, 2014



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MEMORANDUM (#13-28)

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

Agreement has been reached between NYS DEC and the Albany Pool communities specifying the language to be included in the Order on Consent. As of this writing, five of the six communities (Cohoes, Green Island, Watervliet, Rensselaer, & Troy) and one of the two county Legislatures (Albany) have passed resolutions authorizing that the Consent Order be signed. The Rensselaer County Legislature is expected to take action on December 17th and action by the Albany Water Board is expected pending resolution of who actually owns Albany's wastewater collection system. A clear determination needs to be made if ownership is under the jurisdiction of the City of Albany or the Albany Water Board in order to ascertain who should be the signatory to the Order on Consent.

Martin Daley has been hired as an Environmental Planner whose primary responsibility will be to manage implementation of the Long Term Control Plan per the requirements outlined in the Consent Order. Martin previously worked for Parks & Trails New York. He will be introduced to the Board at the Commission meeting.

Also, an RFQ was issued seeking Bond Counsel to provide legal advisory services and other assistance as necessary with respect to the issuance of general obligation debt to pay for the capital improvements outlined in the Plan. Five responses to the RFQ were received. Each of the submitted proposals has been reviewed and a recommendation has been made to the CSO Technical Advisory Committee.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

October 7, 2013 to December 8, 2013

A. ADMINISTRATION

1. The 2013 Q3 billings were submitted for the 604(b) Water Quality contract, UPWP Transportation Planning contract, EDA Economic Planning contract, CDYCI administrative contract, CSO administrative contract, and the NYSERDA Climate Smart Communities Pilot contract.
2. After interviewing five candidates, Martin Daley, was offered the vacant position of Project Manager/Environmental Planner. His start date was November 25th. His primary responsibility will be to manage the implementation of the Albany Pool Combined Sewer Overflow Long Term Control Plan. A 501 (c)(3) will be created with CDRPC responsible for providing management oversight on behalf of the Albany Pool communities. (See Memo 13-28)

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. For the first eleven months of 2013, CDRPC's website received 615,380 page hits, down 48.1% from 2012 (NYS DOT & the Thruway Authority disabled our direct links to their traffic web cams, a major source of page hits); and 77,718 visitors, down 4.8% over the previous year.
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. Staff continues to serve on the NYS Geospatial Advisory Council. Staff is also providing assistance to the CEG/National Grid "TV MAP" web-based infrastructure data initiative.
4. Five-year school enrollment projections were completed for the Ballston Spa and Shenendehowa Central School Districts.

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.
2. Staff is assisting the Executive Committee of the Mohawk River Watershed Plan. Staff is involved in plan development, consultant selection, and review of technical studies. The plan is being developed by a consortium of soil and water conservation districts. Staff is

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

also serving on the Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.

3. An RFQ was issued seeking Bond Counsel to provide financial management support to implement the projects identified in the CSO Long Term Control Plan. Each of the submitted proposals has been reviewed and a recommendation has been made to the CSO Technical Advisory Committee. In the meantime, most of the communities have passed resolutions authorizing the signing of the approved Order on Consent that was negotiated between the Albany Pool communities and the NYS DEC. (See Memo 13-28)

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. Work has begun on the TAZ Employment projections.
3. Selected data sets from the American Community Survey have been provided to CDTC to assist in their evaluation as part of their New Visions Plan update.
4. CDRPC has participated in the Complete Streets Task Force created by CDTC to offer policy recommendations on how to incorporate complete street design criteria in the planning review process.
5. 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 Clifton Park Form Based Code linkage study, the city of Watervliet Bike Master Plan, and the East Greenbush Design Guidelines study.
6. Staff is carrying out activities related to the second year of the NYSERDA-funded Climate Smart Communities Pilot grant, which include updating the outreach plan (completed), launching the CSC webpage (completed), meeting with CSC participants to discuss technical assistance options (under way) and marketing the program to new communities (under way).

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization was 46.8% for October and 54.4% for November.
2. Billings to the counties using the Facility were computed and sent out through November 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. Recent additions include the 1980-2010 County Business Patterns data.
2. Staff continues to work on Foreign-Trade Zone activities. FTZ Inquiries: 1, Warren County.
3. The September/October issue of *Capital District Data* was prepared and published. The issue includes the 2010 IRS county migration data for taxpayers and dependents, and aggregate taxable income.
4. Staff participated in a series of meetings (Saratoga: A Framework for Success) convened by Congressman Paul Tonko discussing Saratoga economic development activities.
5. Staff participated in a two-day infrastructure summit convened by National Grid and Center for Economic Growth. The forum used an intense strategic planning process called "appreciative inquiry." The focus was on making sure that the area builds the public infrastructure needed for the growing high-tech economy. CDRPC will be participating on a number of task forces that will be created as a result of the summit.

MEETINGS:

- 10/7/13 Fabozzi: Saratoga County MS4 meeting.
- 10/8/13 Ferraro: LTC CSO Technical Committee meeting.
- 10/9/13 Ferraro Meeting with DEC re: CSO Consent Order status.
- 10/10/13 King: Saratoga County WQCC meeting.
- 10/11/13 Ferraro: Presentation at Leadership Tech Valley Economic Development Day
- 10/15/13 Ferraro: Presentation to Coldwell Banker Realty Group in Guilderland.
- 10/16/13 Ferraro: Saratoga Rural Preservation Company Board meeting.
- 10/17/13 Fabozzi: Rensselaer County MS4 meeting.
- 10/21/13 Ferraro: NYSARC Executive Directors meeting.
- 10/22/13 Ferraro: Presentation to Coldwell Banker Realty Group in Schenectady.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 10/23/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 10/24/13 Fabozzi: Albany County MS4 meeting.
- 10/25/13 Fabozzi: Albany County WQCC meeting.
- 10/29/13 King: Saratoga Airport Plan Technical Advisory Committee meeting.
- 10/29/13 Ferraro: Meeting with Maritime Center Executive Director.
- 10/30-31/13 Ferraro, Fabozzi & King: Appreciative Inquiry Conference.
- 10/31/13 Fabozzi: Mohawk Watershed Plan Executive Committee meeting.
- 11/1/13 Ferraro: CDTA Washington/Western BRT meeting.
- 11/5/13 Ferraro: ECOS Conference Planning Committee meeting.
- 11/6/13 Ferraro: CDTA Planning Committee meeting.
- 11/6/13 Fabozzi: Schenectady County WQCC meeting.
- 11/7/13 Ferraro: Capital Region Coordinating Council meeting.
- 11/8/13 Ferraro: Homeless Awareness Month press conference.
- 11/12&12/13 Fabozzi: NYS GIS Conference
- 11/12/13 King: Bike/Pedestrian Task Force meeting.
- 11/14/13 King: Saratoga County WQCC meeting.
- 11/15/13 Fabozzi: Saratoga County MS4 meeting.
- 11/15/13 Fabozzi: Watervliet Bike Master Plan Linkage Study meeting.
- 11/18/13 Ferraro: LTCP CSO Technical Committee meeting.
- 11/20/13 Ferraro: DEC Water Management Advisory Council meeting.
- 11/22/13 Ferraro: Clifton Park Form Based Code Task Force meeting.
- 11/19/13 King: Meeting with Asst. Superintendent, Shenendehowa CSD to discuss enrollment projections.
- 11/20/13 Fabozzi: CSC consultations with Bethlehem and Schenectady

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 11/20/13 King: CDTC Complete Streets working group meeting.
- 11/21/13 Fabozzi: CSC consultations with Troy and Watervliet.
- 11/21/13 King: Albany County MS4 meeting.
- 11/21/13 Wardle: NAFTZ ZoneCast for Grantees regarding the revised FTZ Regulations.
- 11/22/13 King: Saratoga: A Framework for Success meeting.
- 11/22/13 Wardle: Conversation with FTZ attorney, David Ostheimer, regarding the revision of our Zone Schedule & Tariff to bring it into compliance with the new Regulations.
- 11/22/13 Fabozzi: Albany County WQCC meeting.
- 11/26/13 King: Presentation on enrollment projections to Shenendehowa CSD Board of Education.
- 12/2/13 Ferraro/Daley: Met with Fiscal Adviser to review CSO Bond Council.
- 12/3/13 Ferraro: Canal Recreationway Commission meeting.
- 12/4/13 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 12/4/13 ECOS Conference Planning Committee meeting.
- 12/4/13 Fabozzi: Schenectady County WQCC meeting.
- 12/4/13 Ferraro/Reinhart: CDRPC SEQR Training Workshop.
- 12/6/13 Daley: Attended Capital Region Economic Development Council Infrastructure Working Group meeting.
- 12/6/13 Fabozzi: Town of East Greenbush Linkage Study meeting.