



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

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

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

## 2014 Officers

### Chair

John Murray

### Vice Chair

Gary Hughes

### Secretary

Lucille McKnight

### Treasurer

Judy Breselor

## 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  
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

### 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, January 15, 2014

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

## AGENDA

1. Welcome/Introduction of Guests
2. December 18th 2013 Meeting Minutes\*
3. Financial Statement through December 31<sup>st</sup>, 2013 (Memo 14-01)\*
4. Proposed Foreign Trade Zone Schedule and Tariff Revisions (Memo 14-02)\*
5. The Year Ahead (Memo 14-03)
6. LTCP CSO Memo (Memo 14-04)
7. Staff Activity Report
8. Other Business
9. Next Commission Meeting Date: March 19th, 8:30 am

\*Formal Board Action Anticipated

## COMMISSION MEETING

December 18, 2013  
CDRPC Conference Room  
One Park Place, Suite 102  
Albany, New York 12205

### Minutes

**PRESENT:** Michael Morelli, Kristin Swinton, Michael Whalen, Judy Breselor, James Shaughnessy, Michael Stammel, Fred Acunto, Phil Barrett, John Murray, Don Ackerman, Joe Landry, Barbara Mauro

**ABSENT:** Bill Bruce, Lucille McKnight, Stan Brownell, Michael Cristo, Jason Kemper, Paul Sausville, Gary Hughes, Matthew Martin

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

#### 1. Welcome & Introduction of Guests

Jim Shaughnessy welcomed Martin Daley to the CDRPC Commission as a new staff member. Martin Daley will be responsible for managing the implementation of the Albany Pool Combined Sewer Overflow Long Term Control Plan. Previously, Martin was the Program Manager at Parks & Trails NY.

#### 2. October 16, 2013 Meeting Minutes

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

##### Action Taken

Jack Murray made a motion to approve the October 16, 2013 meeting minutes and Don Ackerman seconded. The motion was approved unanimously.

#### 3. Presentation by Deborah Sturm Rausch, Executive Director of the Capital Region Maritime Center

Deborah Sturm Rausch, Executive Director of the Capital Region Maritime Center gave a presentation to the Board about the Center's mission, vision, goals and programs.

Founded in 1997, the mission of the Capital Region Maritime Center, Inc. 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.

The Maritime Center is located along the Mohawk River in Alplaus, Town of Glenville, NY. The Capital Region Maritime Center is the only nonprofit Maritime Center serving northeastern New York. CRMC is home to the Saratoga Academy for Leadership and

Maritime Programs, a private middle school program for students in grades 5-8 in the Capital Region. CRMC is also proud to offer boatbuilding programs for at-risk to advanced students, families, groups, organizations and to others. Using a version of the nationally recognized *Building to Teach* program from Alexandria, VA, it teaches STEM subjects, especially math, through boatbuilding and more.

The Capital Region Maritime Center, Inc. is soon to be the waterfront location for the Naval Operations Support Center monthly weekend drills for the Naval Reserves and future home of the region's only *Indoor Rowing Training Center*, a year-round center for health, wellness, fitness and recreation.

**4. Financial Statement through November 30, 2013**

The financial statement represents activities through November 30, 2013. Through the first eleven months, revenues are at 84.8% 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. The expenses reflect the rent paid in full for 2013, employee health insurance and the NYS Retirement bill in the amount of \$81,272.

There is approximately \$210,160.86 cash in the bank and outstanding receivables totaling \$39,969.50.

**Action Taken**

Mike Stammel made a motion to approve the Financial Statement and Barbara Mauro seconded. The motion was approved unanimously.

**5. Report from Nominating Committee**

The Chair of the nominating committee, Phil Barrett recommended the following commissioners to serve as officers of the Capital District Regional Planning Commission for 2014: John Murray, Chair; Gary Hughes, Vice Chair; Lucille McKnight, Secretary; and Judy Breselor, Treasurer.

**Action Taken**

Jim Shaughnessy made a motion to accept the proposed 2014 officers and Mike Whalen seconded. The motion was approved with 1 abstention by Judy Breselor

**6. Proposed 2014 Budget**

Rocky went over the highlights of the 2014 proposed budget.

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.

Beginning May 1<sup>st</sup>, we will likely be entering into the third year of a three year contract with NYSERDA under the Climate Smart Communities Grant program.

CDRPC will be managing the implementation of the approved Combined Sewer Overflow Long Term Control Plan on behalf of the Albany Pool Communities. This is a 15 year implementation schedule and CDRPC has budgeted \$150,000 per year for management of this project.

The 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 through March 31. There will be a carry over of funds greater than anticipated due to the Census Bureau delay releasing employment statistics needed to do the employment projections.

The salary line item has increased due to hiring a part time professional staff person in 2014 to be responsible for the financial management and record keeping for CDRPC, CDYCI and the CSO LTCP. Rocky met with the A&F Committee as well as CDRPC auditors and Jack Murray to get feedback regarding hiring a staff person who will be responsible for the financials. Jack Murray expressed how important it will be to hire a new staff person in order to keep track of the CSO accounting which will include grant money coming in and money paid out to clients and advisors. The CSO accounts are completely separate from CDRPC accounts.

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. Based on the preliminary information we received from the NYS Retirement System, there is not expected to be a rate increase from this year. The recently paid 2013 payment ranged from 21% to 26.2%.

For 2013 the year may end with a surplus despite appropriating \$3,184 in order to balance the budget. If that is the case, the end of the year unrestricted 2013 Fund Balance will be approximately \$315,000.

#### **Action Taken**

Mike Stammel made a motion to approve the 2014 Proposed Budget and Barbara Mauro seconded. The motion was approved unanimously.

### **7. Proposed Meeting Schedule**

A list of proposed dates for the 2014 Commission meetings were distributed before the meeting. All the meetings are scheduled for the third Wednesday of the month at 8:30am.

#### **Action Taken**

Jack Murray made a motion to approve the 2014 meeting schedule and Mike Morelli seconded. The motion was approved unanimously.

8. **LTCP – CSO Update**

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.

An RFQ was issued seeking Bond Counsel to provide financial management support to implement the projects indentified in the Long Term Control Plan. Each of the submitted proposals have been reviewed and a recommendation has been made to the CSO Technical Advisory Committee.

An 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 today, 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.

9. **Staff Activity Report**

Rocky has been asked to Chair the Canal Recreation Way Plan update through the Canal Corporation. The last plan was prepared in 1993.

Rocky also informed the Board that he sent a letter of resignation to the Co-Chairs of the Capital Region Economic Development Council, Jim Barba and Dr. Robert Jones. Rocky stated he decided to resign as Co-Chair (Ann Moynihan is the other co-chair) of the Metrics and Monitoring Work Group. In his letter, Rocky stated that CDRPC would continue to serve as a resource to the Council.

10. **Other Business**

There was no other business at this time.

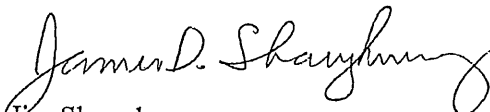
11. **Next Commission Meeting**

The next CDRPC Commission meeting is scheduled for January 15, 2013 at 8:30am.

**Adjournment**

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

Respectfully submitted,



Jim Shaughnessy  
Chair



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**Vice Chair**  
Gary Hughes  
**Secretary**  
Lucille McKnight  
**Treasurer**  
Judy Breselor

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## MEMORANDUM (#14-01)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** January 8, 2014  
**Re:** Monthly Financial Statement

Enclosed for your review and approval are the current financial statements representing the provisional trial balance through December 2013.

For the year, the revenues are at 100.7% while expenses are at 93.3%. The revenue reflects the final billings through the fourth quarter of 2013. The interest and earnings revenue for December from the Certificate of Deposit is estimated pending receipt of the bank statement. On the expense side, there is an estimated \$3000 in outstanding expenses from billings we will receive through February that represent actual 2013 expenses. It is anticipated that the year will end with a net operating income of approximately \$49,000. A final audited financial statement will be prepared and presented to the Commission in mid 2014.

As noted on the Statement of Financial Condition, on December 31<sup>st</sup> we had \$154,910.70 cash in the bank and outstanding receivables totaling \$186,372.02. The larger than usual receivables reflects the year end billings. We also have one Certificate of Deposit which is listed on the following table.

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

**CDRPC 2013 Income Statement**

Account	2013 Budget	Sep 13	Oct 13	Nov 13	Dec 13	Year-to-Date	Balance	YTD %
<b>2012 REVENUE</b>								
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	21.38	22.39	21.90	20.00	222.32	477.68	31.8%
R2770.1 Miscellaneous	100.00	-	-	-	-	1.95	98.05	2.0%
R2770.3 Contractual Services	20,000.00	5,000.00	-	-	3,000.00	13,000.00	7,000.00	65.0%
R2770.4 FTZ#121	30,000.00	-	-	-	-	29,000.00	1,000.00	96.7%
R2770.5 Conferences	6,000.00	90.00	120.00	-	-	3,870.00	2,130.00	64.5%
R2770.6 CDYCI	80,000.00	20,000.00	-	-	20,000.00	80,000.00	-	100.0%
R3900.3 NYSERDA	72,000.00	29,889.37	-	-	13,804.42	75,689.82	(3,689.82)	105.1%
R3900.6 CSO Grant	60,000.00	21,409.01	-	-	25,725.41	103,203.16	(43,203.16)	172.0%
R3900.7 Health Dept	17,000.00	-	-	-	-	-	17,000.00	0.0%
R4000.2 EDA	70,000.00	28,157.52	-	-	8,013.92	71,171.44	(1,171.44)	101.7%
R4000.3 Water Quality	55,000.00	8,319.48	-	-	15,069.04	62,100.03	(7,100.03)	112.9%
R4000.4 UPWP	129,000.00	13,597.76	-	-	32,447.98	106,684.99	22,315.01	82.7%
<b>Gross Revenue</b>	<b>\$ 745,266.00</b>	<b>\$ 126,484.52</b>	<b>\$ 23,088.64</b>	<b>\$ 21.90</b>	<b>\$ 118,080.77</b>	<b>\$ 750,409.71</b>	<b>\$ (5,143.71)</b>	<b>100.7%</b>
<b>2012 EXPENSE</b>								
E.1010 Salaries	\$ 395,000.00	\$ 28,664.82	\$ 28,664.82	\$ 29,722.51	\$ 31,065.23	\$ 382,264.95	\$ 12,735.05	96.8%
E.1030 Temporary Services	10,000.00	456.50	577.50	654.50	594.00	7,007.00	2,993.00	70.1%
E.2010 Office Equipment	5,000.00	271.79	229.00	229.00	984.77	3,533.54	1,466.46	70.7%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	1,093.23	(93.23)	109.3%
E.4020 Workshops & Conferences	6,000.00	-	-	-	958.00	6,972.68	(972.68)	116.2%
E.4030 Consultant Services	11,000.00	-	-	-	562.50	7,762.50	3,237.50	70.6%
E.4040 Agency Memberships	4,500.00	145.00	-	-	-	3,780.00	720.00	84.0%
E.4051 Computer Supplies/Software	5,500.00	-	86.38	-	61.10	5,159.88	340.12	93.8%
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	306.77	58.21	195.13	274.34	2,632.85	367.15	87.8%
E.4080 Books & Journals	750.00	150.80	45.00	-	-	518.90	231.10	69.2%
E.4090 Printing & Publishing	10,000.00	1,038.65	-	605.71	163.06	4,443.78	5,556.22	44.4%
E.4110 Rent	64,000.00	5,221.17	4,859.88	4,863.80	187.54	59,255.83	4,744.17	92.6%
E.4120 Telephone	4,000.00	390.57	291.87	299.58	152.27	3,937.11	62.89	98.4%
E.4121 Internet	1,000.00	88.50	88.50	88.50	44.25	1,089.40	(89.40)	108.9%
E.4130 Travel	10,000.00	-	72.32	429.13	1,458.92	5,424.28	4,575.72	54.2%
E.4140 Equipment Repairs	500.00	-	-	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	150.00	-	150.00	346.00	1,773.59	1,226.41	59.1%
E.4160 Miscellaneous	1,000.00	39.92	65.66	57.82	27.49	252.81	747.19	25.3%
E.4170 Payroll Services	1,900.00	156.50	151.66	151.66	234.91	1,991.58	(91.58)	104.8%
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	4.37	123.74	131.97	76.29	1,603.79	(103.79)	106.9%
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	2,261.30	2,270.56	2,374.12	2,655.97	30,616.58	983.42	96.9%
E.8040 Ins.-Worker's Comp. & Dis.	2,500.00	-	-	-	-	1,873.65	626.35	74.9%
E.8050 Ins.-Health	90,000.00	6,358.14	6,358.14	6,577.19	876.20	80,191.82	9,808.18	89.1%
E.8060 Ins.-Unemployment	1,200.00	6.85	8.67	28.96	84.24	1,125.03	74.97	93.8%
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%
<b>Gross Expenses</b>	<b>\$ 748,450.00</b>	<b>\$ 45,951.65</b>	<b>\$ 44,001.91</b>	<b>\$ 128,076.58</b>	<b>\$ 40,807.08</b>	<b>\$ 698,320.39</b>	<b>\$ 50,129.61</b>	<b>93.3%</b>
<b>Net Operating Income</b>	<b>\$ (3,184.00)</b>	<b>\$ 80,532.87</b>	<b>\$ (20,913.27)</b>	<b>\$ (128,054.68)</b>	<b>\$ 77,273.69</b>	<b>\$ 52,089.32</b>		
A909 Fund Balance-Unreserved	3,184.00	-	-	-	-	-		
<b>Net Income</b>	<b>\$ -</b>	<b>\$ 80,532.87</b>	<b>\$ (20,913.27)</b>	<b>\$ (128,054.68)</b>	<b>\$ 77,273.69</b>	<b>\$ 52,089.32</b>		

# Capital District Regional Planning Commission

## GENERAL FUND

### Statement of Financial Condition December 31, 2013

#### Assets

Cash — Checking	\$	37,150.84
Cash — Money Market		117,759.86
Cash — Certificates of Deposit		35,179.32
Petty Cash		200.00
Net Due from Private Persons/Organizations		27,554.30
Due from State & Federal Governments		158,817.72
Due from Other Governments		-
Prepaid Expenses		16,075.04
Carryover Revenue		-
		<hr/>
<i>Sub-Total: Assets</i>	\$	392,737.08
Expenses — Year-to-Date		698,320.39
		<hr/>

#### Total

\$ 1,091,057.47

#### Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		30,259.95
Deferred Project Revenue		-
Fund Balance — Unrestricted		310,387.81
		<hr/>
<i>Sub-Total: Liabilities &amp; Fund Balance</i>	\$	340,647.76
Revenue — Year-to-Date	\$	750,409.71
		<hr/>

#### Total

\$ 1,091,057.47

#### Net Income (Loss)

\$ 52,089.32





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## MEMORANDUM (#14-02)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** January 8, 2014

**Re:** Foreign Trade Zone Schedule and Tariff Revisions

On April 30, 2012, the newly revised Foreign-Trade Zones Board regulations became effective. Included as part of the regulations is a requirement for all FTZ Grantees to submit a revised Zone Schedule in compliance with the revised regulations by February 28, 2014.

The revised regulations reflect two particular concerns of the FTZ Board with respect to Grantees: 1) that Zone Grantees operate their Zones as public utilities, with similar treatment of all Zone Operators and Users, and 2) that all administrative charges for Zone services be reasonably related to the expenses incurred by the Grantee.

Accordingly, CDRPC has revised its Zone Schedule, including the Zone Tariff (listing of administrative fees) with the assistance of David R. Ostheimer of Lamb & Lerch, our FTZ counsel and consultant.

Board action is requested to approve the revised Zone Schedule and its associated Zone Tariff.

A copy of the revised Zone Tariff is attached, which shows the existing fee schedule, the proposed fee schedule and the net difference.

**Zone Tariff — Foreign-Trade Zone # 121 at Albany, NY**

**Operator Fees for All FTZ Designated Sites for Warehousing Only**

***Special First Year Fee for Operators of Non-Activated Usage-Driven & Subzone Sites***

	Existing Fees	Proposed Fees	Net Change
First Year	\$0	\$0	\$0

***Annual Fee Schedule for Activated Operators with Warehousing Authority***

	Existing Fees	Proposed Fees	Net Change
Less than 20,000 sq. ft. of Activated Zone Space	\$1,000	\$1,000	\$0
20,000 – 50,000 sq. ft.	\$2,500	\$2,000	(\$500)
>50,000 – 100,000 sq. ft.	\$5,000	\$3,000	(\$2,000)
>100,000 – 250,000 sq. ft.	\$7,500	\$4,000	(\$3,500)
More than 250,000 sq. ft.	\$10,000	\$5,000	(\$5,000)

*Includes Traditional General-Purpose Zone, Magnet, Usage-Driven, & Subzone Sites*

**Operator Fees for All Sites with Production Authority**

***Special First Year Fee for Operators of Non-Activated Usage-Driven & Subzone Sites with Production Authority***

	Existing Fees	Proposed Fees	Net Change
First Year	\$0	\$0	\$0

***Annual Fee Schedule For Activated Operators with Production Authority***

	Existing Fees	Proposed Fees	Net Change
Less than 20,000 sq. ft. of Activated Zone Space	\$2,500	\$2,500	\$0
>20,000 – 50,000 sq. ft.	\$5,000	\$5,000	\$0
>50,000 – 100,000 sq. ft.	\$7,500	\$7,500	\$0
>100,000 – 250,000 sq. ft.	\$10,000	\$10,000	\$0
More than 250,000 sq. ft.	\$12,500	\$12,500	\$0

*Includes Traditional General-Purpose Zone, Magnet, Usage-Driven, & Subzone Sites*

**One-Time Administrative Fees\***

	Existing Fees	Proposed Fees	Net Change
Late Annual Report Information Starting 42 Days Before FTZB Due Date	\$100/day	\$100/day	\$0
Delete Grantee Agreement & Activation Fee	\$1,500		(\$1,500)
New Grantee Agreement with Operator and/or User		\$3,250	\$3,250
New Activation Fee		\$250	\$250
Sponsorship of Major Boundary Modification Application	\$6,000	\$5,000	(\$1,000)
Sponsorship of Scope of Authority Request**	\$4,000	\$3,000	(\$1,000)
New Sponsorship of Minor Boundary Modification & Subzone Applications		\$3,000	\$3,000

\* Administrative Fees do not include any applicable FTZ Board fees or the expense of preparing applications *except* for Minor Boundary Modification applications for Usage-Driven Sites and Subzones.

\*\* Scope of Authority may include a Request for Production Notification and, if needed, a full Application for Production Authority; Source Changes; and changes to Production requiring a full Application.

**Important Note: Changes in Fees Do NOT Affect the Primary Term of Existing Grantee/Operator Contracts**

**Special Fee Reductions**

New There will be a 50% reduction in all fees for any of the four Capital District counties or their included municipalities which are functioning as Operators or Users within FTZ #121

New In consideration of payments made to the former Administrator of FTZ #121 by municipalities and organizations in Albany, Montgomery, Rensselaer, Saratoga, Schenectady, Warren, & Washington counties, within those counties, the following special fee arrangements will apply until 8 Jul 15:

CDRPC will waive its fees and prepare and file at no charge a MBM for any county-approved site that is ready, willing, and able to obtain U.S. Customs approval and activate to use Zone procedures as a Usage-Driven Site.

For any county-approved site requesting Production Authority from the FTZB, CDRPC will waive its Production Authority application fee. Note that a business requesting such authority will still be responsible for application preparation and the application fee due to the FTZB.



FTZ #121

# CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

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

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

## 2014 Officers

### Chair

John Murray

### Vice Chair

Gary Hughes

### Secretary

Lucille McKnight

### Treasurer

Judy Breselor

## Members

### Albany County

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

### Rensselaer County

Judy H. Breselor  
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Michael Cristo  
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## Staff

### Executive Director

Rocco Ferraro, AICP

### Director of Information Services

David Lang Wardle, AICP

### Program Manager/GIS

Todd M. Fabozzi

### Environmental Planner

Martin R. Daley

### Senior Planner

Joanna H. King

### Office Manager

Donna M. Reinhart

### Planning Intern

Bryan Jackson

## MEMORANDUM (#14-03)

**To:** Commissioners

**From:** Rocky Ferraro, Executive Director

**Date:** January 8, 2014

**Re:** 2014: The Year Ahead

I will be making a Power Point presentation outlining the Commission's proposed activities during 2014 in line with CDRPC's Mission:

*The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center serving Albany, Rensselaer, Saratoga, and Schenectady counties. CDRPC provides objective analysis of data, trends, opportunities, and challenges relevant to the Region's economic development and planning communities. CDRPC serves the best interests of the public and private sectors by promoting intergovernmental cooperation; communicating, collaborating, and facilitating regional initiatives; and sharing information and fostering dialogues on solutions to regional problems..*

Similar to previous years, the staff at CDRPC looks forward to a productive and exciting 2014.



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## MEMORANDUM (#14-04)

**To:** Commissioners  
**From:** Rocky Ferraro, Executive Director  
**Date:** January 8, 2014  
**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. All six communities (Albany Water Board, Cohoes, Green Island, Watervliet, Rensselaer, & Troy) and the two county Legislatures (Albany & Rensselaer) have passed resolutions authorizing that the Consent Order be signed. Signatures to the Order are being secured for submittal to NYS DEC.

CDRPC has been successful in securing a \$854,526 grant from the New York State Department of State that will cover the professional service costs to investigate and establish the most appropriate inter-municipal governance structure responsible for implementation of the Long Term Control Plan.

The Total projected program costs for all the projects listed in the compliance schedule totals \$135.75 million that will be required to be undertaken during the next 15 years per the requirements of the Order on Consent. CDRPC will be responsible for managing the Plan's implementation on behalf of the Albany Pool communities.

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**

**December 9, 2013 to January 5, 2014**

### **A. ADMINISTRATION**

1. The 2013 Q4 billings are being prepared 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. An advertisement was placed in the Times Union and other sources, including CDRPC's web site, seeking a part-time accountant to provide financial management and record keeping services for the Commission, CDYCI, and the Long Term Control Plan Combined Sewer Overflow project being managed by CDRPC on behalf of the Albany Pool communities.

### **B. REGIONAL PLANNING**

#### ***Regional Information System & Data Services***

1. The staff responded to approximately 40 call-in and e-mail data requests during the reporting period.
2. For 2013, CDRPC's website received 712,556 page hits, down 43.3% from 2012 (NYS DOT & the Thruway Authority disabled our direct links to their traffic web cams, a major source of page hits); and 86,171 visitors, down 3.3% 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. The 2008-12 American Community survey data sets have been released by the Census Bureau. The Community Fact Sheets are being updated to reflect the release of these data sets.
5. 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. A program workplan was updated and approved by NYDEC for the 2014-2015 contract

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

year beginning in April. Discussions are underway with DEC about future program activities/priorities beyond April, 2015.

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 also serving on the Mohawk River Basin Steering Committee, which a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. Each of the six Albany Pool communities along with the Albany and Rensselaer County Legislatures have passed resolutions authorizing the signing of the approved Order on Consent that was negotiated between the Albany Pool communities and the NYS DEC. Also, CDRPC has been successful in securing a \$854,526 grant from the New York State Department of State that will cover the professional service costs to investigate and establish the most appropriate inter-municipal governance structure responsible for implementation of the Long Term Control Plan (See Memo 14-04).
4. Staff assisted the Albany Water Board and the City of Troy prepare and submit 2 Water Quality Improvement Projects Program Grants. The City of Albany applied for funds to develop green infrastructure in the North Swan St. Park and the City of Troy applied for funds to install permeable pavement in the area of Monument Square.

### ***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. Selected data sets from the American Community Survey continue to be provided to CDTC to assist in their evaluation as part of their New Visions Plan update.
3. 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.
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, the Clifton Park Form Based Code linkage study, the city of Watervliet Bike Master Plan (just completed), and the East Greenbush Design Guidelines study.
5. 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).

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

### ***Human Resources & Criminal Justice***

1. The Juvenile Detention Facility utilization was 37.5% for December. For 2013, facility usage was at 72.6%. versus 76.9% in 2012.
2. Billings to the counties using the Facility were computed and sent out through December 2013.

### ***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. FTZ Inquiries: 1, Columbia County.
3. The November/December issue of *Capital District Data* was prepared and published. The issue includes taxation statistics by county and the 2014 HUD income limits.
4. Staff participated in a series of meetings (Saratoga: A Framework for Success) convened by Congressman Paul Tonko discussing Saratoga economic development activities.

### **MEETINGS:**

- 12/9/13 Fabozzi: Meeting with town of Glenville to discuss the Climate Smart Communities Program.
- 12/10/13 Wardle: NAFTAZ ZoneCast on How to Prepare for the Zone New Year.
- 12/11/13 Ferraro: Transit Development Plan Update by CDTA.
- 12/11/13 Ferraro: 2013 Regional Economic Development Awards Announcement.
- 12/11/13 Fabozzi: TV Map workgroup meeting.
- 12/12/13 Ferraro: Presentation/Meeting with Halfmoon Zoning Committee.
- 12/12/13 Fabozzi: NYS GeoSpatial Advisory Council meeting.
- 12/12/13 King: Saratoga County MS4 Communities meeting.

*CAPITAL DISTRICT REGIONAL PLANNING COMMISSION*

- 12/12/13 King: Saratoga County WQCC meeting.
- 12/13/13 Ferraro: Capital Region Economic Development Council Executive Committee meeting.
- 12/16/13 Ferraro: ECOS Conference Planning meeting.
- 12/16/13 Fabozzi, King & Daley: Meeting with NYDEC to discuss upcoming 604b Water Quality workplan.
- 12/18/13 Fabozzi: Albany Co WQCC meeting.
- 12/18/13 Ferraro: Meeting with DEC to discuss 604 (b) Water Quality program.
- 12/20/13 Fabozzi: Meeting with CDTC to discuss E. Greenbush Linkage Study
- 1/3/13 Fabozzi: Phone conference with consultant to discuss E. Greenbush Linkage Study
- 1/3/13 Fabozzi: Meeting with representative from OPTONY, a solar contractor for the Dept. of Energy.