



CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

FTZ #121

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

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

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Environmental Planner
Martin R. Daley

Assistant Planner
Daniel M. Harp, Jr.

Financial Officer
Timothy M. Canty

Office Manager
Donna M. Reinhart

Planning Intern
Bryan Jackson

COMMISSION MEETING

8:30 am, Wednesday, May 21, 2014
CDRPC Office
One Park Place
Albany, New York
453-0850

AGENDA

1. Welcome & Introductions (Memo 14-11)
2. March 19th, 2014 Meeting Minutes*
3. Financial Statement through April 30th, 2014 (Memo 14-12)*
4. Staff Appointments (Memo 14-13)
5. Mid Year Staff Activity Report (Memo 14-14)
6. LTCP CSO Memo (Memo 14-15)
7. Other Business
8. Next Commission Meeting Date: July 16th, 8:30 am

*Formal Board Action Anticipated

COMMISSION MEETING

March 19, 2014
CDRPC Conference Room
One Park Place, Suite 102
Albany, New York 12205

Minutes

PRESENT: Michael Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Phil Barrett, Jason Kemper, John Murray, Don Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

ABSENT: Bill Bruce, Lucille McKnight, Michael Whalen, Michael Stammel, Fred Acunto, Paul Sausville, Matthew Martin

1. Welcome New Board Member/Introduction of Guests

The Rensselaer County Legislature is planning to appoint someone who expressed interest in serving on CDRPC Commission. Judy Breselor will inform Rocky of the new Commissioner before the May meeting.

There were no guests in attendance.

2. January 15, 2014 Meeting Minutes

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

Action Taken

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

3. Financial Statement through December 31, 2013

For the year, the revenues are at 100.7% of the approved budget and expenses are at 93.9%. The revenues are high due to the work activities related to the management of the CSO project which has increased significantly.

The UPWP activities were less than anticipated due to delays in getting the data from the Census Bureau to prepare the regional employment projections. That money has been rolled over into 2014. On the expenses, the salaries line item had a balance since Deb Shannon left in August and the position was not filled until November.

In order to balance the 2013 budget, it was anticipated that \$3,000 would be taken from the Fund Balance, however the year ended with a surplus of \$47,405.57. Based on the income statement for 2013, the January 1, 2014 unaudited Fund Balance is \$357,793.38.

These are the financial records that will be provided to the auditor as part of the 2013 audit. A final audited financial statement will be prepared and presented to the Commission at the July 2014 Board meeting

Action Taken

Gary Hughes made a motion to approve the financial statement and Judy Breselor seconded. The motion was approved unanimously.

4. Financial Statement through February 28, 2014

The financial statement represents activities through February 28, 2014. The expenses are greater than what is expected due to the annual GIS software license to ESRI for renewal and annual premiums payments for insurance were paid. The rent and health insurance expense reflects three months worth of payments.

There is approximately \$160,345.00 cash in the bank and outstanding receivables totaling \$145,576.31.

Action Taken

Stan Brownell made a motion to approve the 2014 financial statements and Jason Kemper seconded. The motion was approved unanimously.

5. Establishment of FOIL Policy

CDRPC has not had a FOIL policy in place and until recently, a FOIL request had never been made to the Commission that Rocky was aware of. Rocky has received two in the last six months, both related to the Combined Sewer Overflow Plan. The first request was last year by the Times Union requesting information related to the negotiations with NYS DEC. After discussing the issue with the CSO and DEC legal counsels, the FOIL request was refused due to the confidentiality of the information. The Times Union did eventually get some of the requested information from DEC.

The second FOIL request came from the Town of Brunswick requesting modeling data specific to the City of Troy used in the preparation of the Long Term Control Plan. The request was initially refused because that information was not part of the deliverables called for in the Scope of Work and the data was not available in the form requested. An appeal was made by the Town of Brunswick and after clarification about the type of data requested, it was determined that a special data run could be made and be provided to the Town. A letter was sent from CDRPC to the Town of Brunswick agreeing to provide electronic copies of the requested files after receiving payment of \$500 for reproduction of the files. The Town of Brunswick is satisfied with the format that the data will be provided and will be sending payment for the files to CDRPC.

Rocky would like to establish a FOIL procedure to assure future compliance with FOIL. A draft of the proposed FOIL procedures based on a template prepared by The Committee on Open Government was given to the Board to review.

Rocky is requesting Commission action to adopt the proposed *Public Access to Records of Capital District Regional Planning Commission* procedures in conformance with FOIL requirements.

Barbara Mauro inquired if the Board can take some time to review the proposed document and adopt at the next meeting.

Mike Morelli asked if we can still charge Town of Brunswick for the documents requested without a formal policy in place. CDRPC followed State Laws regarding FOIL procedures in this request and can charge the fee to the Town of Brunswick. The attorneys for the CSO strongly urge CDRPC to get a FOIL policy in place in the event of another FOIL request.

After a lengthy discussion, Barbara Mauro suggested the following changes to the proposed *Public Access to Records of Capital District Regional Planning Commission*:

- Section 1 *Purpose and Scope* - delete (a) and (d)
- Section 1 (a) - change the word Regulations to Policy
- Section 2 *Designation of records access officer* and Section 7 *Denial of access to records and Model Public Notice* - delete individual names listed and only state the position

Jim Shaughnessy inquired with Michael Hall, Legal Counsel, if CDRPC should have a FOIL Policy in place in addition to the FOIL Law. Michael Hall added that some form of a FOIL Policy would be appropriate.

Action Taken

Barbara Mauro made a motion to make the above amendments to the proposed FOIL Policy and Kristin Swinton seconded the motion. The motion was approved unanimously.

Judy Breselor made a motion to approve the amended proposed FOIL Policy and Jason Kemper seconded. The motion was approved unanimously.

6. Financial Manager Position

CDRPC has taken on increased responsibilities associated with managing the Combined Sewer Overflow study creating a need for a part time financial officer. In addition to being responsible for the LTCP financial records, the financial officer will also be responsible for maintaining CDRPC and CDYCI financial records.

The position was advertised and three applicants were interviewed. Jack Murray, Board Chair participated in two of the interviews. From those three interviews, Timothy Canty, CPA has been selected and offered the position as part time Financial Officer pending confirmation by the Board. Mr. Canty presently works full time as an auditor for the

New York State Public Service Commission and will start his position as Financial Officer at CDRPC on March 21, 2014.

7. LTCP CSO Memo

CDRPC has been successful in securing an \$850,000 award from the NYS Department of State Local Government Efficiency grant program that will cover the professional services costs to develop a governance structure and entity that will provide guidance to the six communities and two sewer districts. The grant will fund the creation of a Local Development Corporation responsible for administration and oversight of the LTCP implementation, operation, and maintenance as well as fund the creation of a Capital Improvements Plan and Financial Plan.

The Pool Communities have selected a Bond Counsel, Hodgeson Russ, 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.

8. Staff Activity Report

There will be a Planning & Zoning workshop on May 21, 2014 at Hudson Valley Community College from 8:30am to 3:00pm. A "Save the Date" notice will be sent out by the end of this week.

Rocky announced that Joanna King will be leaving CDRPC in April and relocating to North Carolina. Joanna has been a tremendous asset to the staff and will be greatly missed. The position for Assistant Planner has been advertised and Rocky will begin interviewing six candidates starting this week.

9. Other Business

Stan Brownell commended Rocky and Martin Daley on a very concise overview of the CSO presentation to the Rensselaer County Legislature.

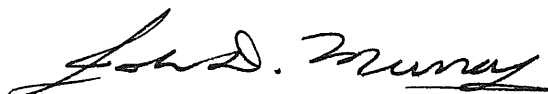
10. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for May 21, 2014 at 8:30am.

Adjournment

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

Respectfully submitted,



John Murray
Chair



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MEMO #14-11

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: May 14, 2014

Re: New Board Member

The Rensselaer County Legislature has appointed a new Board member, Jacqueline Stellone to replace former Board member Michael Cristo. I had the opportunity to meet with Jacqueline and her knowledge and experience, in particular as it relates to data collection and analysis, will be an asset to CDRPC. Jacqueline is a resident of the Town of Schaghticoke.

Welcome Aboard.



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MEMORANDUM (#14-12)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: May 14, 2014

Re: Financial Statement through April 30th, 2014

Enclosed for your review and approval are the current financial statements through April 2014. Invoices were sent to Saratoga and Schenectady Counties who are billed quarterly.

Through the first four months of the fiscal year, revenues are at 31.4% of the budgeted amount and expenses are at 28.4%. Par = 33.3%. The rent and health insurance expenses represent 5 months worth of payments.

As noted on the Statement of Financial Condition, on February 28th we had \$213,540.65 cash in the bank and outstanding receivables totaling \$152,574.19. We also have one Certificate of Deposit.

CD #	Value	Expires
943799	\$ 35,212.63	November 23, 2014
Total: \$ 35,212.63		

CDRPC 2014 Income Statement

Account	2014 Budget	Jan 14	Feb 14	Mar 14	Apr 14	Year-to-Date	Balance	YTD %
2014 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	26,923.50	26,923.50	50.0%
R2390.4 Schenectady County	37,938.00	9,484.50	-	-	9,484.50	18,969.00	18,969.00	50.0%
R2401.0 Interest & Earnings	300.00	5.70	2.26	2.58	2.45	12.99	287.01	4.3%
R2770.1 Miscellaneous	100.00	-	-	-	-	-	100.00	0.0%
R2770.3 Contractual Services	20,000.00	3,000.00	-	-	-	3,000.00	17,000.00	15.0%
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	82,000.00	-	-	20,500.00	-	20,500.00	61,500.00	25.0%
R3900.3 NYSERDA	72,000.00	-	-	11,937.37	-	11,937.37	60,062.63	16.6%
R3900.6 LTCF CSO	150,000.00	-	-	42,569.72	-	42,569.72	107,430.28	28.4%
R3900.7 Health Dept	-	-	-	-	-	-	-	-
R4000.2 EDA	60,000.00	-	-	12,860.94	-	12,860.94	47,139.06	21.4%
R4000.3 Water Quality	40,000.00	-	-	8,703.08	-	8,703.08	31,296.92	21.8%
R4000.4 UPWP	150,000.00	-	-	35,412.92	-	35,412.92	114,587.08	23.6%
Gross Revenue	\$ 815,866.00	\$ 101,542.45	\$ 2.26	\$ 131,986.61	\$ 22,948.70	\$ 256,480.02	\$ 559,385.98	31.4%
2014 EXPENSE								
E.1010 Salaries	\$ 440,000.00	\$ 34,343.84	\$ 34,343.84	\$ 34,343.84	\$ 37,769.36	\$ 140,800.88	\$ 299,199.12	32.0%
E.1030 Temporary Services	14,000.00	704.00	759.00	495.00	825.00	2,783.00	11,217.00	19.9%
E.2010 Office Equipment	5,000.00	-	229.00	1,650.26	253.71	2,132.97	2,867.03	42.7%
E.2020 Furniture & Furnishings	1,000.00	-	-	-	-	-	1,000.00	0.0%
E.4020 Workshops & Conferences	6,000.00	-	-	1,200.00	270.00	1,470.00	4,530.00	24.5%
E.4030 Consultant Services	11,000.00	-	-	-	-	-	11,000.00	0.0%
E.4040 Agency Memberships	4,500.00	1,575.00	-	-	-	1,575.00	2,925.00	35.0%
E.4051 Computer Supplies/Software	5,500.00	3,428.00	-	311.25	18.65	3,757.90	1,742.10	68.3%
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	118.95	195.77	123.19	163.52	601.43	2,398.57	20.0%
E.4080 Books & Journals	750.00	194.97	29.97	-	-	224.94	525.06	30.0%
E.4090 Printing & Publishing	8,600.00	633.16	641.72	1,380.08	636.12	3,291.08	5,308.92	38.3%
E.4110 Rent	64,000.00	9,664.44	5,024.38	4,980.22	5,349.23	25,018.27	38,981.73	39.1%
E.4120 Telephone	4,500.00	422.05	281.37	281.37	282.03	1,266.82	3,233.18	28.2%
E.4121 Internet	1,000.00	316.71	175.47	88.50	88.50	669.18	330.82	66.9%
E.4130 Travel	10,000.00	-	-	264.79	194.03	458.82	9,541.18	4.6%
E.4140 Equipment Repairs	500.00	-	-	-	-	-	500.00	0.0%
E.4150 Postage	3,000.00	181.34	57.10	-	235.45	473.89	2,526.11	15.8%
E.4160 Miscellaneous	1,000.00	12.35	88.57	88.67	83.64	273.23	726.77	27.3%
E.4170 Payroll Services	2,100.00	155.62	263.50	156.50	156.50	732.12	1,367.88	34.9%
E.4190 Contingent Fund	1,016.00	-	-	-	-	-	1,016.00	0.0%
E.4200 Insurance-General	1,500.00	1,409.83	-	-	-	1,409.83	90.17	94.0%
E.4210 Meeting Expenses	1,800.00	-	162.14	88.48	153.83	404.45	1,395.55	22.5%
E.4260 Bad Debt Expense	-	-	-	-	-	-	-	-
E.8010 NYS Retirement	92,000.00	-	-	-	-	-	92,000.00	0.0%
E.8030 FICA	35,600.00	2,742.57	2,746.78	2,726.59	3,013.90	11,229.84	24,370.16	31.5%
E.8040 Ins.-Worker's Comp. & Dis.	3,000.00	1,936.80	37.00	-	-	1,973.80	1,026.20	65.8%
E.8050 Ins.-Health	90,000.00	12,387.00	5,966.59	5,934.23	5,329.89	29,617.71	60,382.29	32.9%
E.8060 Ins.-Unemployment	1,500.00	537.77	378.09	423.05	108.97	1,447.88	52.12	96.5%
E.8070 Prof. Memberships	1,000.00	-	-	400.00	-	400.00	600.00	40.0%
E.8080 Continuing Education	1,000.00	-	-	-	-	-	1,000.00	0.0%
Gross Expenses	\$ 815,866.00	\$ 70,764.40	\$ 51,380.29	\$ 54,936.02	\$ 54,932.33	\$ 232,013.04	\$ 583,852.96	28.4%
Net Operating Income	\$ -	\$ 30,778.05	\$ (51,378.03)	\$ 77,050.59	\$ (31,983.63)	\$ 24,466.98		
A909 Fund Balance-Unreserved	-	-	-	-	-	-		
Net Income	\$ -	\$ 30,778.05	\$ (51,378.03)	\$ 77,050.59	\$ (31,983.63)	\$ 24,466.98		

Capital District Regional Planning Commission

GENERAL FUND

Statement of Financial Condition April 30, 2014

Assets

Cash — Checking	\$	30,388.02
Cash — Money Market		183,152.63
Cash — Certificates of Deposit		35,212.63
Petty Cash		180.00
Net Due from Private Persons/Organizations		10,804.30
Due from State & Federal Governments		72,044.14
Due from Other Governments		69,725.75
Prepaid Expenses		631.80
Carryover Revenue		-

Sub-Total: Assets \$ 402,139.27

Expenses — Year-to-Date 232,013.04

Total \$ 634,152.31

Liabilities & Fund Balance

Due to Other Governments	\$	-
Due to Private Persons/Organizations		8,911.29
Deferred Project Revenue		10,967.62
Fund Balance — Unrestricted		357,793.38
<i>Sub-Total: Liabilities & Fund Balance</i>	\$	377,672.29
Revenue — Year-to-Date		256,480.02

Total \$ 634,152.31

Net Income (Loss) \$ 24,466.98



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MEMO #14-13

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: May 14, 2014

Re: Staff Appointments

Tim Canty, a Certified Public Accountant with twenty five years experience as an auditor working for the New York State Public Service Commission, was recently hired by CDRPC as the part time Financial Officer. In addition to being responsible for the CDRPC and CDYCI financial records, Tim will be in charge of maintaining the financial records associated with the Albany Pool communities Long Term Control Plan. Tim has a Bachelor of Business Administration from St. Bonaventure.

CDRPC also recently hired Dan Harp as its new Assistant Planner to replace Joanna King who relocated to North Carolina. Dan has a Masters Degree in Regional Planning from U-Albany and several years experience including working at NYSERDA and NYS DEC. He will be responsible for managing customer requests for data assistance and special studies including school enrollment projections. He will also be involved in Transportation and Water Quality related activities.



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MEMORANDUM (#14-14)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: May 14, 2014

Re: Mid-Year Activity Report

There will be an update of Commission's activities through the first half of 2014 in line with our Work Program.



FTP #121

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MEMORANDUM (#14-15)

To: Commissioners

From: Rocky Ferraro, Executive Director

Date: May 14, 2014

Re: Long Term Control Plan – Combined Sewer Overflow Study

Work continues on the Inter-Municipal Agreement (IMA) as the guiding document for the Albany Pool communities to implement the Long Term Control Plan to control discharges from combined sewer systems per the requirements outlined in the Order on Consent. Draft documents being reviewed to create the Local Development Corporation include the Certificate of Incorporation, By-Laws, Mission Statement, Fiscal Policies and responsibilities, Code of Ethics and Conflict of Interest Policies, Procurement Policy, Freedom of Information Policy, and Open Meetings Law Policy. The Pool Communities (Albany, Watervliet, Green Island, Cohoes, Rensselaer, and Troy) and two County Sewer Districts (Rensselaer and Albany) continue to meet twice a month to form the foundation of the entity that will guide the process. Meetings are also being held once a month with DEC for guidance and updates.

Staff developed an FTP site and installation guide to facilitate the transfer of large documents to DEC. DEC was able to install the software and now staff will be working with each community to install and use the FTP site.

A meeting was held with the Environmental Facility Corporation (EFC) to discuss bonding options available. The IMA will incorporate the appropriate language to allow for the financing of projects through EFC. A Financial Plan is being prepared followed by a Capital Improvements Plan.

Staff assisted the communities to meet the Order on Consent's compliance schedule milestones for the following projects: Execution of IMA(s) Task Start, Upper Washington Ave. Groundwater Recharge Completed Plans & Specs, McCormack Pump Station Upgrades Completed Plans & Specs, Upgrade Pump Stations Located in Rensselaer Completed Plans & Specs, Partition St. Trunk Sewer Evaluation Task Completion, Partition St./Broadway Sewer and Drain Improvements Completed Plans & Specs, Development of the Post-Construction Monitoring Program Task Start, Sewer System Operations, Maintenance and Inspection Plans Task Start, Cross St. Sewer Outfall Repairs and/or Replacement

Completed Plans & Specs, and Disinfection Facilities at WWTP Operational Start-Up.

Work has also been initiated on a Sewage Discharge Notification System which will be developed during the next year. It is anticipated that the notification system will ultimately serve the dual purposes of both the sewer right-to-know notification, as required under Compliance with the requirements of Sewage Pollution Right to Know Act and the public advisory notification proposed as part of the Albany Pool CSO LTCP to provide the public with a better understanding of CSO impacts on the water quality of the Hudson River and its tributaries.

All of this work is being aided by an \$850,500 award applied for and received by CDRPC from the NYS Department of State Local Government Efficiency grant program this past year.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

STAFF ACTIVITY REPORT

March 10, 2014 to May 11, 2014

A. ADMINISTRATION

1. The 2014 Q1 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. The field work for the audit of CDRPC's 2013 financial condition has been completed.
3. The field work for the audit of CDYCI's 2013 financial condition has been completed.

B. REGIONAL PLANNING

Regional Information System & Data Services

1. The staff responded to approximately 45 call-in and e-mail data requests during the reporting period.
2. For the first four months of 2014, CDRPC's website received 222K page hits, down 42.8% from 2013, and 32K visitors, down 6.7% from the same months in 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. Related to this task, staff has been creating maps for an updated "Capital District Atlas."
4. 10-year school enrollment projections have been completed and a draft report sent to the Mohonasen School District for their review.
5. Five-year school enrollment projections are underway for the Niskayuna and Averill Park Central School Districts.
6. The staff assembled selected demographic data and prepared a draft report for the Susan Odell Taylor School to assist in their decision regarding student recruitment.
7. Staff met with Buzz Media Solutions to discuss the redesign of CDRPC's website.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

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 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 is a partnership between NYSDEC, NYDOS, and Congressman Tonko's Mighty Waters Taskforce.
3. There are a number of activities underway related to the Albany Pool Combined Sewer Overflow Long Term Control Plan including updating the LTCP Schedule of Compliance to assist with tracking project milestones, the development of an FTP site, the preparation of the Intermunicipal Agreements and the documents that form and set the policies of the Local development Corporation, coordinating the bi-monthly technical committee meetings and monthly meetings with DEC, and submitting the necessary documents to DEC to meet the milestones outlined in the Order on Consent. (See Memo 14-15).

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. CDRPC has participated in the Bike and Pedestrian Task Force created by CDTC to offer policy recommendations on how to enhance, promote, and expand bicycle and pedestrian projects and programs within the region.
5. Staff is participating on the Environment and Technology New Visions Update Taskforce.
6. Staff is working with The NYS Canal Corporation, facilitating the update of the NYS Canalway Recreation Plan.
7. 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, and the East Greenbush Design Guidelines study.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

8. Staff continues to carry out activities related to the second year of the NYSERDA-funded Climate Smart Communities Pilot grant, including meeting with CSC participants to discuss and develop technical assistance options and marketing the program to new communities.
9. Staff continues to participate in the Saratoga Airport's Technical Advisory Committee regarding potential changes to the airport's facilities.

Human Resources & Criminal Justice

1. The Juvenile Detention Facility utilization was 34.3% for March 2014 and 44.6% for April. In light of the lower than projected utilization rates, a special meeting was held in April to revise the per diem rate increasing it from \$626.77 to \$725.41. The utilization rate will be monitored to determine if another rate adjustment will be necessary.
2. Billings to the counties using the Facility were computed and sent out through April 2014.

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. The 2012 Municipal & School District financial information from the NYS Comptroller's Office was posted to the website, as well as the 2013 residential building permit data from the Construction Statistics Division of the Census Bureau.
3. Staff continues to work on Foreign-Trade Zone activities. The 2013 FTZ Annual Report was submitted to the Foreign-Trade Zones Board.
4. The March/April issue of *Capital District Data*, with the 2012 municipal and school district finance data, was published online and sent to the printer.

C. MEETINGS:

- 3/12/14 Ferraro: Appreciative Inquiry Infrastructure Workgroup meeting.
- 3/13/14 Daley & Ferraro: APC Technical Committee meeting.
- 3/13/14 Daley & Ferraro: APC Monthly meeting with DEC.
- 3/13/14 King: Saratoga County MS4 Communities meeting.
- 3/13/14 King: Saratoga County Water Quality Coordinating Committee meeting.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 3/17/14 Ferraro: Attendance at NY Loves Technology meeting.
- 3/19/14 Ferraro: Saratoga RPC Board meeting.
- 3/20/14 Fabozzi: Mohawk Basin Steering Committee meeting, Schenectady.
- 3/21/14 Ferraro: Clifton Park Town Center Form Based Code Linkage Study meeting.
- 3/21/14 Fabozzi: Mohawk River Watershed Symposium, Union College.
- 3/25/14 Fabozzi: Mohawk River Watershed Plan Executive Committee meeting with marketing consultant, Schenectady.
- 3/26/14 Ferraro: Saratoga Leadership conference panelist.
- 3/26/14 Ferraro/Daley: Presentation to the Rensselaer County Sewer District re: the Albany Pool CSO LTCP.
- 3/27/14 Ferraro/Daley: Albany Pool CSO Technical Committee meeting.
- 3/28/14 Fabozzi: CDTC Environment and Technology Taskforce meeting.
- 3/28/14 Daley: Albany County WQCC meeting, Voorhessville.
- 4/02/14 Ferraro: CDTC Planning Committee meeting.
- 4/02/14 Fabozzi: Schenectady Co. Water Quality Coordinating Committee meeting, Princetown.
- 4/02/14 Fabozzi: Mohawk River Watershed Plan Executive Committee meeting with marketing consultant, Schenectady.
- 4/03/14 Fabozzi: NYS GeoSpatial Advisory Council meeting, Rensselaer.
- 4/06/14 Daley: CDTC Bike & Pedestrian Task Force Meeting.
- 4/07/14 Daley: Meeting with Gary Nathan, City of Cohoes.
- 4/08/14 Ferraro and Fabozzi: City of Albany Energy Plan Technical Advisory Committee meeting, Albany.
- 4/08/14 Ferraro: Canal Recreationway Plan Update Committee meeting.
- 4/09/14 Fabozzi: Climate Smart Communities meeting with Troy, Green Island, Cohoes and Watervliet to discuss municipal organic composting options.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 4/09/14 Harp & King: Met with representatives from the Susan Odell Taylor School to discuss data report for the school.
- 4/10/14 Fabozzi & Harp: Saratoga County MS4 consortium meeting, Ballston Spa.
- 4/10/14 Daley & Ferraro: APC Technical Committee Meeting.
- 4/10/14 Daley & Ferraro: APC Monthly meeting with DEC.
- 4/10/14 Harp and King: Saratoga County WQCC meeting, Ballston Spa.
- 4/14/14 Ferraro: CDTC Complete Streets Committee meeting.
- 4/15/14 Ferraro: CDTC Quality Region Task Force meeting.
- 4/16/14 Ferraro: CDYCI Special Board meeting.
- 4/16/14 Ferraro: Saratoga RPC Board meeting.
- 4/17/14 Harp & Ferraro: Meeting for the Capital District Regional Economic Development Council to discuss updates to last year's progress.
- 4/17/14 Daley & Ferraro: Meeting at Hodgeson Russ, APC CSO Bond Counsel, to discuss EFC meeting.
- 4/21/14 Daley: City of Albany Earth Week press event, Albany.
- 4/21/14 Daley: Albany Water Board meeting on N. Swan St. Park project.
- 4/22/14 Fabozzi: Mohawk River Watershed Plan Executive Committee meeting with marketing consultant, Schenectady.
- 4/22/14 Daley: Rensselaer County MS4 Working Group, Troy.
- 4/22/14 Daley: Meeting with City of Albany, Albany Water Board, and DEC Green Infrastructure engineers about N. Swan St. Park.
- 4/23/14 Daley & Ferraro: EFC meeting to discuss bonding options for APC CSO.
- 4/23/14 Fabozzi: TV Map (regional GIS web application) meeting, CEG.
- 4/24/14 Daley & Ferraro: APC Technical Committee Meeting.
- 4/28/14 Ferraro: : Canal Recreationway Plan Update Committee meeting.
- 4/25/14 Daley: Albany County WQCC Meeting, Voorheesville.

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

- 4/30/14 Ferraro: Saratoga Affordable Housing Group Board meeting.
- 4/30/14 Ferraro: CVDTTC Regional Operations & Safety Advisory Committee meeting.
- 4/30/14 Daley: Quail St. Green Infrastructure project meeting with Albany Water Board and City of Albany Planning Dept., Albany.
- 5/01/14 Fabozzi: Low Impact Development conference, Lake George.
- 5/01/14 Ferraro & Wardle: Presentation at the Port of Albany Industry Day.
- 5/05/14 Staff: Meeting with Buzz Media to discuss website redesign.
- 5/05/14 Ferraro & Harp: Meeting with Ben Hauck from HUD regarding demographic shifts in the region.
- 5/07/14 Fabozzi: CDTC Planning Committee meeting.
- 5/07/14 Harp: WQCC meeting in Rotterdam.
- 5/07/14 Ferraro: Canal Recreationway Commission Meeting/Retreat.
- 5/08/14 Harp: MS4 meeting in Ballston Spa for program status updates.
- 5/08/14 Harp: Saratoga Airport TAC meeting regarding updates to airport facilities
- 5/08/14 Harp: Saratoga County WQCC meeting in Ballston Spa, addressed summer water quality monitoring program.
- 5/08/14 Daley & Ferraro: APC Technical Committee meeting.
- 5/08/14 Daley & Ferraro: APC monthly DEC meeting.
- 5/09/14 Fabozzi: Climate Smart Communities In-Person Consultation meeting with Green Island.
- 5/09/14 Ferraro: NYSERDA RGGI Advisory Committee meeting.
- 5/09/14 Ferraro: Saratoga RPC Board meeting.