



## Central New York Regional Planning & Development Board

126 N. Salina St., 100 Clinton Square, Suite 200, Syracuse, New York 13202 • Tel.(315) 422-8276 • Fax 422-9051

Walter Tennant, Chair

David V. Bottar, Executive Director

### **CNY RPDB Meeting**

**February 16, 2011**

**12:00 noon – 1:30 p.m.**

**126 N. Salina Street – 100 Clinton Square Building  
Lower Level Conference Room  
Syracuse, New York**

*Vice-Chair Ann Petrus, Presiding*

## **AGENDA**

1. Call to Order Ann Petrus
2. Approval of Day's Agenda and Minutes from the December 15, 2010 Annual Meeting Ann Petrus
3. Executive Director's Report David Bottar
  - Membership
  - Meeting Schedule
  - Budget 2011
4. Work Program 2011 Staff
  - Economic Development
  - Environmental Management
  - Community Planning and Development
  - Energy
  - Transportation
  - Research and Communication
5. Old/New Business Ann Petrus
6. Adjournment Ann Petrus

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### MINUTES

#### Central New York Regional Planning and Development Board Board of Directors Meeting February 16, 2011

#### ATTENDANCE

**Board Members:** Brian Donnelly, Shawn Doyle, David Elleman, Stephen Lynch, Mary Ann Messinger, James Murphy, Ann Petrus, Kathleen Rapp, James Rafté, William Southern, Morris Sorbello, Donal Spaulding, Peter Tortorici, L. Michael Treadwell, Paul Vickery, Keith Welch, Stephen Zabriskie, Joseph Wisinski

**Guests:** John Ferguson, Assemblyman Magnarelli's office; Don Jordan, Syracuse-Onondaga County Planning Agency; Daniel Young, Regional Representative for the Governor

**Staff:** David Bottar, Karen Novak, David Kubek, Jeannie Gleisner, Sam Gordon, Kay Wakeman, Chris Carrick, Brian Pincelli, Michael Rosanio, Anne Saltman, Kathleen Bertuch, James D'Agostino and Cindy Reilly.

#### BUSINESS MEETING

##### 1. CALL TO ORDER

Vice-Chair Ann Petrus called the meeting to order at 12:15 p.m. at the office of the CNY Regional Planning & Development Board.

##### 2. APPROVAL OF MEETING AGENDA/ANNUAL MEETING MINUTES

The first order of business was a review of the day's agenda, the review of the December 15<sup>th</sup> meeting minutes and the usual order of business for the meeting. A motion was introduced and seconded to accept the agenda and minutes as presented; the motion was approved unanimously.

### 3. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Bottar opened his remarks by reviewing the agenda from the January 18, 2011 Executive Committee meeting. Mr. Bottar noted that all committee members were in attendance for this meeting. Mr. Bottar went through the items reviewed at the meeting including staff and administrative information, insurance coverage, employee leave time, employee handbook revisions, overview of program activities, personnel matters, salary plans as well as the day-to-day operations.

It was also noted that the 2011 operating budget and an unaudited year-end financial statements was reviewed at this meeting and that copies of this report along with a proposed operating budget for 2011 were included in the Board mailing for this meeting.

Mr. Bottar also noted that at the Executive Committee meeting that Chairman Walter Tennent announced his appointments to the board of directors for the CNY Enterprise Development Corporation. These appointments included Steven Zabriskie, Walter Tennant, Mary Ann Messinger, Paul Vickery and David Elleman and two at-large appointments, as provided for in the CNY EDC by-laws, including John Russo of National Grid and Jack Loveland of Greater Syracuse Business Development Board.

It was noted that the next Executive Committee meeting is scheduled for March 16<sup>th</sup>.

Referring back to the day's agenda, Mr. Bottar announced new board members Keith Welch, Chairman of the Cayuga County Planning Board, and William Meyer, member of the Onondaga County Legislature. Mr. Bottar also reviewed the bi-monthly board meeting schedule for 2011.

Regarding the agency's finances, Mr. Bottar reviewed a proposed operating budget for 2011 (dated 1/09/11) that has been reviewed and recommended for approval by the Executive Committee. Mr. Bottar noted that this budget projects operating revenue and expenses for 2011 to equal \$2,527,369. Following a review and discussion, a motion was introduced and seconded to approve the 2011 budget as presented; the motion was approved unanimously.

### 4. **WORK PROGRAM PRESENTATIONS:**

Regarding the next item on the agenda, Mr. Bottar referred to a memorandum to the Executive Committee dated January 3, 2011, which provided an outline of a program and staffing plan for the agency. Also referenced was a handout, dated February 17, 2011, which included a more detailed presentation of the proposed work plan for 2011 and a power point presentation that would be used throughout the formal presentations that will be given by staff throughout the afternoon.

The first staff member introduced was Jeanie Gleisner who provided a presentation regarding the agency's Comprehensive Planning and Community Development program

Ms. Gleisner began her remarks by noting work that is being done on the North Jefferson Street Revitalization Project in the Village of Pulaski. Ms. Gleisner noted that rehabilitation was completed this past year on two commercial buildings and that in 2011 she expects work to be

completed on the two additional buildings in the heart of the downtown business district along the Salmon River. Ms. Gleisner explained that when the project is complete, it will have resulted in several new residential rental units, new commercial space, a mid-to-high-end tavern and grill, and the rebirth of the old Kallet Theater as the multi-functional Pulaski Performing Arts Center.

Ms. Gleisner noted that she expects to complete work on comprehensive plans for the Town of Sandy Creek and the Town of Victory, and she will begin to assist the Town of Genoa with the development of their first comprehensive plan.

Continuing her remarks, Ms. Gleisner noted her work will also involve efforts to secure a grants from the National Trust for Historic Preservation and the NYS Environmental Protection Fund to develop a rehabilitation plan for the Isabel Howland House in the Town of Scipio. Ms. Gleisner noted this grant proposal is an outgrowth of work done on the Town of Scipio Comprehensive Plan and is the first step in a series of efforts the community plans to undertake to catalyze the revitalization of the historic Hamlet of Sherwood.

Ms. Gleisner concluded her remarks by noting work she will be doing on several other projects including the commercial redevelopment of a brownfield redevelopment site in the Village of Cazenovia.

Michael Rosanio was introduced and asked to discuss the Economic Development program. Mr. Rosanio opened his remarks by noting staff will be focusing a majority of their time in four major program areas including project development, management of the CNY EDC small business loan fund, completion of a strategic economic development plan for Madison County, and development of a regional site profile database.

Regarding project development, Mr. Rosanio noted efforts will be focused on completing the development of the Finger Lakes East Business Park in Cortland County. In addition, it was noted that staff resources will also be directed to the ongoing development of Hancock Airpark in cooperation with the Hancock Field Development Corporation and the Onondaga County Industrial Development Agency. As part of this effort, Mr. Rosanio noted the agency plans to drawdown on a \$770,000 EDA grant obtained by the CNY RPDB to support infrastructure improvements at the park.

Mr. Rosanio went on to note several other promising projects in the region that are at varying stages of development that will receive attention by staff throughout the year including the Aurelius Business Park, Port of Oswego, Madison County Ag-Energy Park, the Clay Business Park, and the development of a mixed-use commercial hotel development in conjunction with St. Joseph's Hospital.

Mr. Rosanio continued his remarks by noting that staff resources will also be directed to the administration of the Central New York Enterprise Development Loan Fund. He noted that since its inception in 1989, the agency has loaned over \$8 million through this program to small business throughout the region and that over \$700,000 remain available in this program to do additional lending in 2011. To increase the capital base of this loan program, Mr. Rosanio also noted that efforts are being directed to secure additional capitalization through a USDA and SBA micro-loan program. Mr. Rosanio also spoke about a proposal that is being discussed with Onondaga County for the agency to administer a \$450,000 small business revolving energy loan

program with funding that has been obtained by County through a federal Department of Energy grant.

Mr. Rosanio also noted that that agency expects to complete work on the preparation of a strategic economic development plan for Madison County in 2011. In addition, it was noted that resources will also be directed to support various regional marketing and business recruitment efforts underway in Central New York. As part of this activity, reference was made to work that should be completed in 2011 by a consultant on the development of a database that will feature detailed profiles on the major real estate development sites in the region.

Mr. Bottar then introduced Chris Carrick to speak about the agency's Energy Program. Mr. Carrick began his remarks by noting the program has experienced dramatic growth over the past three years and introduced two new staff members who started working in this program area in 2010 including Sam Gordon and Brian Pincelli. Mr. Carrick noted that the Energy Program will be focused in three main areas in 2011 including including public education and outreach, municipally-based strategic energy planning, and project development that will include a special focus on a bioenergy.

Regarding public education and outreach, Mr. Carrick indicated that the foundation for this work is the agency's designation by NYSERDA as the Energy Smart Communities coordinator for Central New York. Mr. Carrick noted that in 2010, staff participated in over 40 public events and workshops involving various home shows, libraries, Rotary Clubs, Chambers of Commerce, community groups, and college/university workshops and information forums. In addition to these group events, it was noted that staff also provided information through more than 100 private meetings and consultations with individual residential, commercial and municipal customers. Mr. Carrick noted that the agency expects to supplement this work in 2011 with a new initiative called CNY Energy Challenge program. Mr. Carrick noted this initiative, which is currently being piloted by the agency in the Village of Cazenovia, is designed to establish a community competition as a way to motivate homeowners and businesses to reduce their individual energy consumption. Mr. Carrick noted plans are underway to replicate this program in communities across CNY in the coming year.

Mr. Carrick commented that a basis for the agency's strategic energy planning work is an EPA Climate Change Innovation Grant that was obtained in June 2010. It was noted that the staff will use these grant funds to work with nine municipalities that have been chosen to participate in the program. Communities that will participate in 2011 include Cayuga County, Town of Port Byron, City of Cortland, Village of McGraw, Madison County, Town of Skaneateles, Town of Dewitt, City of Syracuse, and the City of Oswego.

Mr. Carrick explained that the goal of this program is for each municipality to improve energy performance through energy inventory/reduction plans (ICLEI and NYS DEC Climate Smart Communities pledge), clean energy demonstration projects, and public outreach (ENERGY STAR pledge driver and CNY Energy Challenge).

In the area of project development, Mr. Carrick explained that staff will continue working with St. Joseph's Hospital Health Center to secure NYSERDA funding to support several major energy conservation efforts associated with the hospital's \$200 million expansion project. In addition, it was noted that staff is working with the Fabius community to prepare a plan for the

develop a small (~10 MW) community wind farm that will provide a long-term revenue stream for the residents in the area

Mr. Carrick also noted the agency has issued a request for proposals to select a firm that will assist the agency with implementation of the "My Wind" Regional MET Tower Loan Program in 2011. Mr. Carrick noted this firm will provide, install, and monitor wind measurement towers in selected locations across the region for landowners interested in mid-(100-1500 kW) or large-scale wind energy development (1500+ kW).

Mr. Carrick concluded his remarks by noting plans that are underway to investigate the feasibility of establishing a regional biodiesel purchasing consortium in Central New York. Mr. Carrick stated the goal of such a program would be to leverage the region's municipal diesel fleet to create a biodiesel bulk purchase program that would supply municipal fleets with biodiesel fuel at a discounted price. He noted that if such a program was shown to be feasible it could help create sufficient demand to stimulate a local supply chain that would include agriculture production, storage, and distribution.

Mr. Bottar then introduced Kathleen Bertuch, Program Manager for the Environmental Management Program.

Ms. Bertuch began her remarks by introducing three other staff members working with her in the environmental program including Anne Saltman, David Kubeck, and Kay Wakeman. Ms. Bertuch noted the primary focus of the agency's Environmental Management Program is on the protection and improvement of the water resources in Central New York. It was noted that day to day staff efforts in 2011 will be focused in three primary areas including regional watershed management, stormwater management, and invasive species management.

Regarding regional watershed management, Ms. Bertuch noted that staff will focus on several specific initiatives including participation on the Onondaga Lake Partnership's Project Committee, work on the Oneida Lake Scorecard – a proactive decision making tool that will allow provide local officials with information needed to monitor changes in the health of the lake over time, and assistance to the Cortland-Onondaga County Federation of Kettle Lakes Association with their efforts to establish monitoring protocols for nutrient and invasive species management.

Another program area highlighted by Ms. Bertuch was stormwater management. She noted that under the agency's leadership, the CNY Stormwater Coalition was formally established on January 1, 2011. Ms. Bertuch noted that twenty six-municipalities have adopted municipal resolutions to work together as a single entity in order to share costs, combine services, and increase their collective standing in the eyes of DEC regulators in Albany. She added that the agency will continue to serve in a leadership role while guiding the development of a self sustaining organizational structure and that in 2011 they will begin to address logistical operational issues relative to multi county membership and competing watershed based compliance requirements.

Ms. Bertuch also referenced that the agency's stormwater education program is stronger than ever as it enters its fourth year with its focus on the general public, municipal officials, and construction contractors and developers. It was noted that this education initiative ensures that

participating municipalities are receiving a high rate of return on every local dollar invested in mandated public education programs as well as the information they need to comply with their other statutory responsibilities under the NY stormwater permit program.

Ms. Bertuch then highlighted a professional development stormwater training program sponsored by the agency which continues to grow in popularity and stature. Ms. Bertuch noted that in addition to providing licensed stormwater professionals with an affordable and local option for meeting their professional development credit needs, the agency will incorporate a non-PDH track for municipal stormwater officials that need to stay technically current, but don't have the need for or training budget to attend professionally accredited courses.

Ms. Bertuch indicated that staff will also assist local municipalities in their efforts to address stormwater related issues through planning and design activities that advance green infrastructure stormwater control projects. Reference was made to the use of GIS tools and the preparation of conceptual site plans as a means to advance applications under the SRF Green Project Reserve and other funding programs with a goal of increasing the number of green stormwater infiltration projects that will be implemented across the region in the coming years. Communities scheduled to participate in this design initiative in 2001 include Butternut Creek in the Hamlet of Jamesville in Onondaga County, the south shore of Oneida Lake in Madison County, Owasco Lake/Emerson Park in Cayuga County, and Lake Neatahwanta in Oswego County, and site still to be chosen in Cortland County.

Regarding invasive species, Ms. Bertuch noted that staff will attempt to increase its coalition building and lobbying efforts to draw increased attention and federal funds to CNY in support of establishing and sustaining a coordinated, long term invasive species control and eradication program. It was noted that while there are a number of dedicated individuals and organizations that are doing as much as they can to address aquatic invasive species, there is not enough funding to grow and sustain their efforts at the level they need to be in order to be effective in the long term.

Following Ms. Bertuch's remarks, Mr. Bottar briefly touched upon various research and communication services which are currently available through the agency. Kay Wakeman, Research/GIS Specialist, was reintroduced and Mr. Bottar noted that she will also be responsible for compiling information as it becomes available from the Census 2010. Also introduced was Bruce Keplinger as the agency's Communications Assistant. It was noted that the primary focus of Mr. Keplinger was on development and maintenance of the agency's websites and the preparation of various graphic documents and publications. Mr. Bottar noted that the agency's web and graphic resources are also being made available to municipalities and certain non-profit corporations in Central New York. Reference was made to several websites that have been developed by the agency including the Village of Phoenix and work being done for the Village of McGraw.

Regarding transportation programs, Mr. Bottar noted that through Syracuse Metropolitan Transportation Council, staff is engaged in a number of important studies of regional significance including the Interstate 81 Corridor Study, the Town of Clay Three Rivers Corridor Study, and the CSX Intermodal Railway Feasibility Study. Also referenced was work being done to expand the Port of Oswego.

Regarding intergovernmental coordination, Mr. Bottar noted that the agency will continue with its practice of have bi-monthly Board meetings, and staff will continue their active participation in various trade organizations and associations at the federal, state, and local level.

**5. OLD/NEW BUSINESS**

Following Mr. Bottar's remarks, Ms. Petrus took the opportunity to express the Board's support and thanks to staff for their work throughout the year. Following further discussion, a motion was introduced and seconded to accept the agency's 2011 work program as presented by staff; the motion was approved unanimously.

At the conclusion of the meeting, James Murphy took the opportunity, on behalf of the entire Board, to thank former Board Chairwoman thank Kathleen Rapp for her leadership of the CNY RPDB for the past four years.

**6. ADJOURNMENT**

There being no further business, a motion was introduced and seconded to adjourn the meeting; the motion was approved unanimously.

Respectfully submitted,

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David Elleman, Secretary