



Central New York Regional Planning & Development Board  
126 N. Salina Street, Suite 200, Syracuse, New York 13202 • Tel. (315) 422-8276 • Fax (315) 422-9051  
Kathleen A. Rapp, Chair David V. Bottar, Executive Director

**CNY RPDB Meeting  
February 19, 2014  
12:00 noon – 1:30 p.m.**

**126 N. Salina Street  
Syracuse, New York 13202**

(100 Clinton Square Building -Lower Level Conference Room)

*Chairwoman Kathleen Rapp, Presiding*

## **AGENDA**

- |    |   |               |
|----|---|---------------|
| 1. | Call to Order   | Kathleen Rapp |
| 2. | Approval of Day's Agenda and Minutes<br>from the October 16, 2013 Board Meeting and<br>December 10, 2013 Annual Meeting   | Kathleen Rapp |
| 3. | Election of Officers  | Kathleen Rapp |
| 3. | Executive Director's Report <ul style="list-style-type: none"><li>• Membership</li><li>• Meeting Schedule</li><li>• Budget 2014</li></ul>   | David Bottar  |
| 4. | Work Program 2014 <ul style="list-style-type: none"><li>• Economic Development</li><li>• Environmental Management</li><li>• Community Planning and Development</li><li>• Energy Resource Management</li><li>• Transportation Planning</li></ul> | Staff         |
| 5. | Old/New Business  | Kathleen Rapp |
| 6. | Adjournment   | Kathleen Rapp |

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## MINUTES

### Central New York Regional Planning and Development Board Board of Directors Meeting February 19, 2014

#### ATTENDANCE

**Board Members:** Khalid Bey, Daniel Dineen, Shawn Doyle, Marilyn Higgins, Stephen Lynch, Andrew Maxwell, Mary Ann Messinger, Clifford Moses, James Murphy, Paul Pinckney, Kathleen Rapp, Morris Sorbello, David Turner, Paul Vickery, and Keith Welch.

**Guests:** John Ferguson, Assemblyman Magnarelli's office; Isabelle Harris, Senator DeFrancisco's office; Mike Hooker, OCWA

**Staff:** David Bottar, Kathleen Bertuch, Jeanie Gleisner, Bruce Keplinger, Karen Novak, Debbie Paciga, Brian Pincelli, Michael Rosanio, Anne Saltman, and Amanda Sopchak

#### 1. CALL TO ORDER

Chairwoman Kathleen Rapp called the meeting to order at 12:30 pm at the offices of the Central New York Regional Planning and Development Board.

#### 2. APPROVAL OF MEETING AGENDA AND MINUTES

A motion was introduced and seconded to accept the agenda and minutes as presented; the motion was approved unanimously.

#### 3. ELECTION OF OFFICERS

Kathleen Rapp presented the nominees for the Executive Committee. Chairperson, Kathleen Rapp (Onondaga County); Vice-Chair: L. Michael Treadwell, Oswego County; Vice Chair: Lawrence Baker, Madison County; Vice Chair: Paul Pinckney, Cayuga County; and Secretary-Treasurer, James Murphy, Cortland County. A motion was introduced and seconded to accept the nominations as presented; the motion was approved unanimously.

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

Mr. Bottar opened his remarks by noting several new board members serving in 2014 including Patrick Mahunik, Cayuga County Legislature, Susan Briggs-Chair, Cortland County Legislature; John Troy, Cortland County Legislature; Clifford Moses, Madison County Board of Supervisors, Town of Eaton; John Salka, Madison County Board of Supervisors, Town of Brookfield; and Andrew Maxwell-Director, Syracuse Onondaga County Planning Agency

Mr. Bottar continued his remarks by noting a memo dated January 31, 2014 with the board meeting schedule for 2014. In referencing this memo, Mr. Bottar noted that the next board meeting will be held on April 16, 2014

Mr. Bottar then directed attention to a schedule dated January 22, 2014 that contained information regarding the CNY RPDB's proposed operating budget for 2014. In presenting this information, Mr. Bottar noted that this budget was reviewed and recommended for approval by the Executive Committee at a meeting that was held on January 29, 2014. In presenting this budget, Mr. Bottar noted that total revenues and expenses are expected to equal \$2,070,875 in 2014. Mr. Bottar noted the agency's internal operating budget will total approximately \$1.3 million in 2014 with the balance of funds be used for consulting services. Following a review of the budget, a motion was introduced and seconded to accept the budget as presented; the motion was approved unanimously.

#### **5. WORK PROGRAM PRESENTATIONS:**

The next item discussed on the agenda was the agency's proposed work program for 2014. Mr. Bottar referenced two documents including a memo dated February 7, 2014 which outlined a work and staff plan for 2014 and a power point summary dated February 19, 2014.

Michael Rosanio, Regional Loan Manager, was introduced and asked to provide a presentation regarding the agency's planned economic development work program in 2014. Mr. Rosanio opened his remarks by noting that the agency's economic development program will consist of several activities including ongoing project development work across the region and management of a regional small business lending program – CNY Enterprise Development Fund. It was noted that staff will also focus efforts on county and regionally based business recruitment efforts that will include use of the recently completed regional site profile database.

Kathleen Bertuch, Program Manager for the Environmental Management Program provided a summary of the agency's planned environmental program for 2014. Ms. Bertuch noted the program will consist of three main components including watershed planning, municipal stormwater assistance, and a green infrastructure development initiative. In discussing these program activities, Ms. Bertuch noted that staff will continue to focus efforts on key watersheds in the region along with targeted efforts to address specific groundwater issues in CNY. Regarding stormwater, it was noted that staff are planning to undertake a two-year field program to inventory, map and assess municipal stormwater facilities and storm sewer system components in support of maintaining a regional GIS stormwater database.

Ms. Bertuch noted the proposed green infrastructure program will build on previous activities with staff assisting selected communities on the design and construction of small scale projects. Projects scheduled for work in 2014 include a slope bioremediation and construction of bioretention swale in the Village of Solvay, the installation of linear bioretention features along

the Chittenango Creek walk in the Village of Chittenango, and a green wall and porous pavement to reduce runoff from a highway garage facility in the Town of Geddes. It was noted that staff are also planning to explore opportunities to utilize green infrastructure in communities that have been particularly hard hit by recent flood events, such as the City of Oneida, as well as communities such as the City of Auburn, that are working to incorporate sustainable green infrastructure technologies for protecting water quality and municipal infrastructure in their existing operation and maintenance and capital planning programs.

Jeanie Gleisner, Program Manager for Comprehensive Planning and Community Development, was introduced and provided a summary of the agency's proposed planning program in 2014. In discussing this program, Ms. Gleisner noted that staff will be utilizing a NYSERDA Cleaner Greener Communities Phase II Planning Grant that was recently awarded to the agency to continue management of a municipal comprehensive planning technical assistance program. Ms. Gleisner noted that communities scheduled for assistance include the Town of Clay, Village on North Syracuse, Village of Manlius, Village of Jordan, Town of Richland, Town of Montezuma, and the Town of Owasco.

Ms. Gleisner also noted a NYS Department of State grant that has been awarded to Oswego County that will be passed through to the CNY RPDB and used by the agency to complete a regional environmental, recreation, and heritage inventory and plan for the region. It was noted that elements of this planning initiative will include a plan for a regionally inter-linked network of hiking trails, bikeways, public waterfront access, scenic byways, natural areas, working landscapes, historic sites, heritage areas, museums, festivals, events, and other points of recreational and heritage interest in Central New York. As part of this effort, corridors linking environmental, recreation and heritage assets across Central New York will be identified and mapped with planning for natural and cultural resource protection, balanced with improved access, connectivity, and low impact recreational use. In concluding her remarks, Ms. Gleisner recognized the efforts of Board member David Turner, Director of the Oswego County Planning Department, in helping the agency to secure the NYS DOS grant.

Brian Pincelli, Principal Planner, was introduced and asked to provide a summary regarding the planned activities in the agency's energy program in 2014. Mr. Pincelli began his remarks by noting the NYSERDA EDGE Outreach Program will continue to be the foundation of the agency's energy program in 2014. In discussing the program, Mr. Pincelli noted that staff will be focusing their efforts on education and outreach efforts to area businesses, institutions, and municipal entities to assist these parties in accessing state and federal resources that are available to support energy efficiency and renewable energy projects in Central New York.

Mr. Pincelli also noted the agency has received federal and state grants to support planning and implementation of a solar procurement program in selected communities in CNY. In discussing this program, Mr. Pincelli noted that funds will be available for staff planning efforts and for technical engineering and legal assistance. It was noted that use of this cooperative procurement approach in California and metropolitan Washington, DC has reduced costs for solar panels by 20-25%.

Mr. Pincelli concluded his remarks by noting that staff is planning to continue efforts to implement a community wind measurement and planning initiative that was previously funded by the USDA. Staff noted that this project was initiated two years ago and put on hold pending resolution of several funding issues. Mr. Pincelli noted that program activities will remain focused in the Town of Fabius in 2014.

Amanda Sopchak was formally introduced as a new staff planner with the agency and asked to provide a summary of the agency's planned work under the NYSERDA Climate Smart Communities program. Ms. Sopchak initiated her remarks by noting that this program involves a partnership between NYS and local governments to reduce energy use and greenhouse gas emissions. Ms. Sopchak noted the program consists of several steps including communities adopting a climate smart pledge, completion of a green house gas inventory, development of a plan to reduce emissions (Climate Action Plan), and completion of sustainable development projects – for example, the net zero-energy Skaneateles Village Hall.

Ms. Sopchak noted there are currently 121 communities in NYS that are participating in the NYSERDA Climate Smart Communities program including 14 in Central New York. CNY RPDB serves as the Climate Smart Communities Coordinator for the CNY providing technical assistance and guidance to Climate Smart Communities in the region. Communities participating in this program include the Town of Preble, City of Auburn, City of Oswego, City of Syracuse, City of Cortland, Town of DeWitt, Village of Skaneateles; Village of Fayetteville, Town of Cazenovia, Village of Cazenovia, and the City of Oneida.

Mr. Bottar concluded the staff presentations regarding the agency's planned work program for 2014 by noting staff efforts to support the Syracuse Metropolitan Transportation Council and work that is being directed to the NYS Department of Transportation I-81 Opportunity initiative. Also noted were the resources available through the agency's communication and research programs to support planning efforts throughout the five-county region.

Following a discussion, a motion was introduced and seconded to accept the planned work program for 2014 as presented by staff; the motion was approved unanimously.

## **6. OLD/NEW BUSINESS**

There was no items presented or discussed under old or new business.

## **7. ADJOURNMENT**

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

Respectfully Submitted,

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James J. Murphy, Jr. Secretary