

## **APA NY UPSTATE CHAPTER**

### **Executive Board Meeting**

**Date: Friday, May 16, 2003**

**Time: 10:30 AM – 3:00 PM**

**Place: DeWitt Town Hall**

### **Minutes**

#### **Present:**

Gary Black, Diane Carlton, Judy Breselor, Frank Evangelisti, Andy Labruzzo, Mike Krasner, David Kay, Mike Kayes, Paul Yonge, Angela Ellis

#### **AGENDA**

##### **1. Call to Order**

The meeting was called to order at 10:30. Round table introductions were made. Paul Yonge introduced himself as the new Central Section Director-Elect. He works for the Syracuse office of the New York State Department of Transportation.

##### **2. Approval of March 21, 2003 Meeting Minutes**

The minutes were approved with no changes. (Labruzzo/Breselor)

##### **3. Additions/Changes to Agenda**

There was one change to the agenda. Discussion on the Land Trust Alliance added to later discussion on upcoming conferences.

##### **4. Old Business & Announcements**

- There is a proposal before the City of Buffalo to build an amusement park with indoor/outdoor features. There currently is a funding gap that the Toronto developer is trying to fill.
- Both Cornell University and SUNY Buffalo received their accreditation.

##### **5. Officers' Reports**

###### **A.) President – Mike Krasner**

- National Conference: The national conference was held in Denver. About 38 Chapter members attended. Overall, the conference was good. There was an impressive 3-hour orientation tour of the area. Judy B. and Mary K. attended the Delegate Assembly. Judy commented that discussion focused on the homeless policy and issues surrounding availability of shelters. There was a big discussion about availability – Not all communities can afford a shelter. Next year topics include energy issues and alternative sources. Judy attended the awards session. It was not well attended; but very nice.
- Chapter President's Council: There is a remaining issue regarding Canadian member rebates. APA National has changed membership requirements and decided not to pay the rebates (\$15 per Canadian member) to the American APA chapters. Rebates were to reimburse Chapters for services provided to Canadian members. This obviously affects Chapter budgets. APA National will continue rebates for 2 years to help Chapters cover the loss. This amounts to a \$2,500 loss for the Upstate NY Chapter.
- Chapter Performance & Strategic Plan:

- There was discussion about Chapter performance and the need for a strategic plan. There should be a menu of annual items to be worked on (with a focus on completing 1 or 2 a year). Items to be considered are: 1) Orientation manual for new members; 2) Conference manual. APA national has a model; 3) Public relations plan; 4) On-going website development.
- There was discussion about how the Chapter may increase membership and improve relations with other planning agencies and local planning boards. A recent addition to the Chapter is the Planning Official Development Officer that serves as a liaison between local planning officials and the Chapter. There was a suggestion that the Chapter might look at other Planning Federations for examples or models to see how the Chapter may improve its relations with the New York Planning Federation.
- There is a need to identify any weaknesses and opportunities for member services, with a focus on increasing membership. Andy commented that in formulating the Strategic Plan, it would be very helpful to have someone from APA nation to sit down with the Board and tell us what they have to offer and explain their available services. Mike K. offered to check in to this. It would be good if a representative could attend the July meeting or upcoming conference.
- Chapter Conferences: 2003, 2004:
  - The 2003 Conference will be held on October 22- 24 in Saratoga Springs at the Holiday Inn. There will be a focus on environmental management, transportation issues, and community planning and quality of life issues. The conference will also feature roundtable discussions on regionalism and other related issues. Mike K. reported that the metro area was approached about co-sponsoring the event. Hudson Valley representatives were contacted as well. He thought the meeting with the Hudson Valley section was positive, but is unsure of the outcome.
  - The Genesee/Finger Lakes Section will sponsor the 2004 Conference. Rich Perrin is organizing a conference committee to start planning the conference. Members indicated that an update from the Section at the July meeting would be helpful.
- Land Trust Alliance, North East Program. The LTA is having its annual conference on June 6 & 7 in Saratoga Springs. Mike K. read a letter from Jennifer Brady-Connor, NY Program Associate, requesting \$500 for the conference. The Chapter gave \$250 last year. Members discussed the request. The LTA is a good organization and it makes sense for both organizations to reach out to one another. Unfortunately, the letter did not provide enough notice. The Chapter would have been better able to assist with a 6-month notice. Members asked Mike K. to send a letter stating the Chapter's regrets regarding the financial contribution and to offer working with them in the future, perhaps advertising their conference on the Chapter website.
- Interaction with the Planning Federation. Andy Labruzzo represented the Chapter at a Planning Federation meeting to discuss ways of improving the relationship between the two organizations. Discussion focused on increasing the membership of the Planning Federation to add a designation for the Chapter. The Planning Federation Board has a strong interest in improving the relationship and partnering with the Chapter, but is unsure whether increasing the membership is the most appropriate way to improve relations. The Planning Federation Board determined that it needs more time to discuss the issue. There was agreement at the Planning Federation meeting to have a working committee on how the organizations can work together. There was also agreement that a memo of what the Chapter's interests are would be helpful. Andy L. and David K. will work on a position memo. Mike K. will contact the Metro Chapter to inform them of the memo and ask them to contact Andy or David with any interests.
- Records Storage. There was discussion about designating an appropriate location for records storage. Andy L. has records in his home that he feels should be moved to a more appropriate location. The Grand Island Public Library was a designated area for Chapter and Section records retention. Gary B. will follow-up with them.

B.) Past President -- Jean Waterbury

- Jean was not present. No report.

C.) Treasurer -- Mike Long

- Mike was not present. Mike Krasner reported that based on the 2002 outcomes for revenues and expenditures, the sections seem to be doing well.

D.) Vice President -- Rocky Ferraro

- Rocky was not present. Mike Krasner reported that the awards program will be a lead item in the upcoming newsletter.

E.) Secretary -- Angela Ellis:

- Angela commented that she had nothing new to report.

F.) Professional Development Officer -- Andy Labruzzo

- AICP Exam: Andy reported that over 20 chapter members took the exam. There was a lot of variability in the exam questions. Test-takers also did not take the same test. He thought that the study sessions went well. Attendees seemed to be from either Albany or Buffalo areas. Judy B. commented that her session was good. There were about 12 people at the session she attended. Judy commented that she thought the exam went very well. Test-takers were surprised about the different exams. Her exam seemed to be oriented to the public planner.
- There was a request from a planner in Syracuse that would like continuing education credits for taking a GIS class at one of the colleges. GIS is not currently on the certified course list. Andy thinks that it is important to increase access to courses to increase opportunity for taking the exam. Courses should be advertised in the newsletter. Members should get the work out about the conference credits as well.

G.) Director of Legislative Affairs -- Judy Breselor

- Judy attended a conference that focused on TEA-21 and related transportation issues. TEA-21 will be expiring in September. Any issues need to be reported to the Congressional representatives by June. Major issues covered included safety (DWI, seatbelts), CMAC congestion, and environmental issues. Judy reported on expenditures. There was a motion passed to provide Judy with a reimbursement of \$360. The Treasurer will find the appropriate budget line item for reimbursement (David Kay/Gary Black).
- Judy commented that chapter legislative liaisons go to the legislature with goals and issues that the chapters want to see advanced. It may be helpful to get something in writing as to what the chapter wants to support. Some current issues include the Assembly Bill pertaining to GML 239c regarding county planning board member voting rights and inter-municipal agreements involving tax revenue sharing. Members agreed that the Assembly Bill pertaining to GML 239c is confusing. There seemed to be inconsistency between the cover memo and the actual bill. Members requested that Judy draft a letter pointing out the inconsistencies and request clarification. Members agreed that tax revenue sharing is a good idea. Often this issue is an obstacle to regional cooperation. The Board requested Judy to draft a letter of support. Mike K. to circulate for comments.

H.) Membership Officer -- Mary Kopaskie

- Mary was not present. No report.

I.) Education Officer -- Dan Aken

- Dan was not present. No report.

J.) Public Relations Officer -- Gary Black

- Gary reported that he is working on a draft Chapter public relations plan that he hopes will be easily transferable to the sections. He hopes to have a rough outline available for the July Board meeting. A media plan and contact list will be included.

K.) Member at Large – Diane Carlton

- Diane commented that she is working on a contact for the Ontario Professional Planner's Institute (OPPI)

L.) Planning Official Development Officer -- David Kay

- NYPF Survey/Planning Boards & Zoning Boards of Appeals: David reported on the preliminary results of the survey. He distributed a power point presentation handout of the results. There was a 55% response rate. The level of awareness of various organizations with planning functions and support seemed low. Awareness of APA was only about 5%. There seems to be significant potential to increase awareness. There was a higher response rate by Planning Board chairmen (63%). ZBA chairman was 45%. The survey was a random sample, including 14 cities, 39 villages, and 109 towns. David commented that it is a major concern that some boards don't have any idea that support is out there and have not received any training.

M.) Newsletter Editor -- Kim Thaler

- Kim Thaler was not present. Mike K. commented that members get information and articles, such as information on jobs and noteworthy projects to Kim.

N.) County Planning Directors Liaison – Mike Kayes

- Mike reported on activities of the NYSAC County Planning Directors Affiliate. He distributed for the Board's information a copy of a letter from the Affiliate to the Legislative Commission on Rural Resources regarding the proposed bill on training requirements for municipal planning and zoning officials. The Affiliate has indicated that there should be great deal of local involvement if the proposal is enacted into law. Training is a good idea, but it needs to be coordinated on many levels. Mike also commented on the proposed changes to the Agriculture and Markets Law. The Affiliate is proposing a revised amendment for consideration by the Commission. Mike also reported that the Planning Federation would continue to provide some general administrative and staff duties for the Affiliate.

O.) Canadian Officer – Sandy Hay

- Sandy Hay was not present. No report.

## 6. Section Directors Reports

- Central – Paul reported that he is enthusiastic about getting some new activities going in the central region. He is looking for programmatic suggestions to get the planners talking to one another.
- So. Tier -- Frank Evangelisti reported that he attended a seminar on fieldwork training on how to detect crystal meth labs. This is useful for firemen, code enforcement officers, and utility workers. Broome County recently finished its Comprehensive Plan.
- Capital District -- Steve Iachetta was not present. No report.
- GFL -- Rich Perrin was not present. No report.

- WNY – Mike Krasner reported that Brian Carter is the new Dean of Architecture & Planning at SUNY Buffalo. Buffalo recently had its park system plan updated and has just completed updating their Comprehensive Plan.

## 7. Student Representatives

- Mike Krasner reported that George Homsy is the new student rep for Cornell University.

## 8. Other Business

- No other business reported.

## 9. Adjournment

Meeting adjourned at 2:00. (Kay/Carlton)

AE  
7/10/03

### **Meeting Handouts:**

- Meeting Agenda: May 16, 2003 (Mike Krasner)
- Draft Minutes, New York Upstate Chapter APA, Executive Board Meeting, Friday, March 21, 2003, Town of DeWitt, New York (Angela Ellis/Diane Carlton as acting-Secretary)
- NY Planning and Zoning Boards: Preliminary Survey Results, Sponsored by Cornell Local Government Program & NY Planning Federation. Power Point Presentation. (David Kay)
- Letter dated May 4, 2003 from the NYS Association of Planning Directors to the NYS Legislative Commission on Rural Resources regarding proposed bill on training requirements for municipal planning and zoning officials (Mike Kayes)
- Flyer entitled “Community Conversation on Transportation in Thompkins Couny”. Sponsored by The Curb Your Car Coalition in recognition of Community Curb Your Car Day, May 21, 2003.