

**Stormwater Coalition of Albany County  
Board of Directors Meeting**

**MINUTES  
Village of Green Island  
19 George Street  
Wednesday, October 15<sup>th</sup>, 2008  
9:00-11:00am**

**Board Member Attendees:** Sean Ward (Green Island); Ken Runion (Town of Guilderland); Carl Fleshman (Village of Colonie); John McDonald (City of Cohoes); Jim Bulmer (City of Watervliet); Bradford Burns (City of Albany); Jerry Gordinier (Village of Voorheesville); Sandy Gordon (Albany County); Paul Reuss (Village of Menands); Erik Deyoe (Town of Bethlehem); Peter Gannon (Town of Colonie); Melissa Ashline-Heil/Secretary (City of Cohoes); and Laura DeGaetano/Secretary (Albany County).

I. Welcome

**Introduction**

Nancy Heinzen introduced herself as the Stormwater Program Coordinator for the ad-hoc Albany County Intermunicipal Stormwater Committee and welcomed the Board members to the 1<sup>st</sup> meeting of the Stormwater Coalition of Albany County pointing out that the Coalition represents a lot of work by many people and that the Coalition was formed to comply with stormwater permit. More recently, changes in the permit have increased emphasis on coalitions, and that there has been documented success of coalitions in other parts of the state.

Nancy gave a brief history of how the Coalition came to be:

- Albany County Water Quality Coordinating Committee (ACWQCC) formed a subcommittee of MS4s to work toward understanding and preparing for the Phase II stormwater regulations
  
- Albany County Department of Economic Development, Conservation, and Planning (EDCP) applied for a \$100,000 intermunicipal grant with all county MS4s as partners which included funding to hire staff to coordinate grant activities. Subsequently, an additional grant for \$258,000 was secured to continue that position and work toward drafting an intermunicipal agreement to form a coalition.
  
- subcommittees of the ad-hoc Intermunicipal Stormwater Committee researched existing coalitions and hired Bob Feller, Esq. to structure the agreement and figure out a host agreement and membership fees.

II. Stormwater Coalition Intermunicipal Agreement

A. Distribution of Executed IMA Contract

Each Board Member received a copy of the IMA contract.

B. Tasks, Roles and Introductions

1. Board of Directors (BOD) – Examination of the role of the Board of Directors and Working Group

The BOD role is outlined in section 5.0 of the IA. 7 are needed for a quorum. The meetings are subject to the open meetings law. The board reviewed section 5.6 which pertains to actions which require board approval.

2. Working Group - Nancy explained that the future Working Group would include subcommittees and the list of sub-committee participants is flexible based on the specific projects.

III. Discussion

A. Board of Directors selection of Chairperson

The Stormwater Program Coordinator, Nancy Heinzen, expressed a need for a Chairman of the Board of Directors who would facilitate meetings. The Chairman would need familiarity with the program. As a result, Cohoes Mayor John McDonald moved to nominate Sean Ward, Executive Assistant to the Mayor in Green Island, as Chairman of the Board of Directors. Peter Gannon, Director of Operations in the Town of Colonie, seconded the motion which passed unanimously.

B. Timing Realities and Immediate Board Decisions

1. Approval of 2009 Coalition Work Plan – Working Group subcommittees

Chairman Sean Ward introduced the Work Plan and opened the discussion to any questions. The Board did not question the Work Plan. Therefore, Mayor John McDonald moved to approve the Work Plan. JG (Jerry Gordinier) seconded the motion which passed unanimously.

2. Approval of 2009 Coalition Budget

Eric Deyoe had a question about the budget numbers and asked that some # be changed so that it balanced. Coordinator Nancy Heinzen proposed modifying in-kind services as revenue. She also pointed out that the budget included a County share of \$8,000 blanked out in the budget. Sean Ward indicated that the municipalities do not include in-kind services but that the County would.

John McDonald moved to approve the budget as amended. Simultaneously Deyoe and Paul Reuss, Executive Assistant to the Mayor in Menands, seconded the motion to approve the budget as amended. The motion passed unanimously.

### 3. Appointment of Coalition Staff – Stormwater Program Coordinator

Chairman Sean Ward explained that Nancy Heinzen was originally pulled from the Civil Service listing as the only eligible candidate for the job on the list. She was then hired to serve as coordinator of the stormwater coalition. He described her resume, work ethic and passion for the work as outstanding. Chairman Ward then recommended rehiring Nancy for the coordinator position.

Mr. Gordon seconded the motion to approve the appointment. The motion passed unanimously.

### C. Board Meeting Schedule

The packets included a proposed meeting schedule of four meetings per year for the Board of Directors as recommended by the Working Group. Chairman Ward explained that the meetings follow many of the Coalition Intermunicipal Agreement and County Budget mandates. For example, two of the meetings scheduled preceded two annual Albany County budget deadlines. A meeting will also be planned around the time that the SW permit annual reports are due.

Proposed meeting dates:

1/15  
3/19  
6/11  
9/17

All four meetings fall within a quarterly schedule of once every three months, providing an opportunity for individual municipalities to opt in or out.

Mayor McDonald asked if all meetings would take place at the same time and day of the week. Chairman Ward agreed and Nancy Heinzen asked which day of the week worked best for the members. The members agreed to Thursdays. Nancy also indicated that the specific dates may change to accommodate grant related deadlines which would require a Board vote.

Chairman Ward also asked whether the Board would accept the Working Group By-Law authorizing that group to approve purchases over \$5,000. None of the Board members objected so long as the items were budgeted. Cohoes Mayor McDonald indicated that work has to get done so long as the purchases stayed within the budget and Nancy notified Board members of the purchase decisions.

#### D. Orientation Session and Tour of Office

##### 1. Program Content: The Phase II Stormwater Regulations and Albany MS4 Experience

Nancy questioned whether Board members would like a tour of the stormwater coalition's office space and a formal presentation of the work done. Chairman Ward indicated that he would leave it to individual members to contact Nancy by e-mail if they were interested in the orientation. Mayor McDonald suggested experiencing the orientation as a group and inviting the public. He noted that Open Meetings Law\* required 3 days prior notice. Therefore, he recommended advertising on each municipal website, the Times Union calendar and the County website.

\* Note from N. Heinzen: Open Meetings Law requires public notice of time and place of meeting to news media at least one week prior to meeting and public notice conspicuously posted in one or more designated public locations at least 72 hours before such meeting.

##### 2. Target Audience: Coalition Board Members and interested others.

John McDonald urged that a press release should be prepared regarding the formation of the coalition, including the County's role in leading the effort to encourage intermunicipal cooperation of MS4s. Chairman Ward requested that a timely press release be sent out to the Times Union. Jerry Gordinier suggested that the TU should be invited to attend board meetings.

To reach the target audience Guilderland representative Rodger Stone suggested hiring a public relations media relations person to send news releases. Mayor McDonald suggested that each municipality do its part to reach the public. Chairman Ward acknowledged that the top discussion item should be public and media relations.

Nancy recommended that the subcommittees can handle the work. She referred to the proposed list of subcommittees provided in the packet. The subcommittees were created to meet Albany County needs and would

work collaboratively in taking a closer look at the topics discussed during the Board meeting.

Mayor McDonald asked if the Working Group members would populate the subcommittees. Nancy indicated that the Board of Directors could also participate in the subcommittees. At the very least, the Board of Directors should ensure that each municipality sends someone to work on the subcommittees. The Mayor recommended that the subcommittees be broken down by: 1) conveyance; 2) structure; and 3) nonstructural issues.

Chairman Ward asked if the Board wanted to notify Nancy of intent to send someone to the subcommittees by e-mail. The City of Albany Asst Commissioner of Water Supply, Warren Lavery, remarked that the board of Directors needed to pick the right people to populate these subcommittees. Chairman Ward reiterated his recommendation to notify Nancy by e-mail of proposed subcommittee members from each municipality. Mayor McDonald agreed.

Nancy indicated that she is waiting for the groups to form and meet prior to sending a press release out. She also asked if the Board of Directors wanted to approve each press release. Members responded that it would be too cumbersome a process. The County Executive reviews all press releases and is aware of the issues that need consideration. Instead, Nancy will send the approved press release to the Board of Directors as an FYI two days prior to publication. That will give Board members two days to reject the press release.

Nancy led a discussion of the Open Meetings Law. Nick O. suggested the board formally adopt a procedure for advertising the meetings. Sean Ward agreed it should be worked into a communications subcommittee.

The existing inter-municipal working group will solidify subcommittees at the next meeting.

Gerry said the Board of Directors should ensure the appropriate municipal staff members participate. Sean Ward agreed that staff should be considered as additions to the working group to capitalize on the broad range of talents. He added that the municipalities should review the subcommittee list provided and consider who on their staff might fit in on the working group. Warren Lavery agreed that the BOD have a broad view of operations so can pick out appropriate staff to participate.

## E. Communication

### 1. Agendas and Minutes

Nancy asked the Board what she should send the members by e-mail. She does not want to burden the Board, yet wants to provide information that may help the members. At this time she e-mails articles, working group agendas and information on conferences to the existing working group members.

The members chose to receive all correspondence by e-mail. Chairman Ward pointed out that members can archive or delete what is not important or relevant. Mayor McDonald asked that the Board be CCed items that did not relate directly to Board business. The Voorheesville Board member, Gerald Gordinier, pointed out that the Board members can forward to relevant personnel in their municipality. Members also asked that the purpose be placed up front in the subject line and the first two to three sentences so that recipients know whether to read, respond and/or forward. Nancy summarized that she would categorize the messages but still send all of them out to everyone.

### 2. Other Events and Activities

Chairman Ward asked if there was any other business to discuss. Gerald Gordinier from Voorheesville stated that average people do not understand stormwater. The efforts of the subcommittees will attempt to educate the public.

## IV. Close of Meeting

There being no other business, Mayor McDonald moved to adjourn. seconded the motion, and the motion passed unanimously.

*Minutes approved by the Board of Directors on January 15, 2009.*