

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

**MINUTES
Village of Green Island
19 George Street
Friday, January 20, 2011
8:30-10:00 am**

Board of Directors Attending:

Paul Reuss, Village of Menands
James Bulmer, City of Watervliet
John McDonald, City of Cohoes
Sean Ward, Village of Green Island
Erik Deyoe, Town of Bethlehem
John Dzialo, Town of Colonie
Glen Hebert, Village of Voorheesville

Also Present:

Nancy Heinzen, Stormwater Coalition Program Coordinator
Melissa Ashline-Heil, City of Cohoes (Minutes)
Garry Nathan, City of Cohoes
Frank Fazio, SUNY Albany

Absent:

Bradford Burns, City of Albany
Carl Fleshman, Village of Colonie
Tom Dolin, Town of New Scotland

I. Approval of March 17, 2011 Minutes

Jim Bulmer moved to approve the minutes. Erik Deyoe seconded the motion which passed unanimously.

II. Budget Reports

1. Coalition Account

a. 2011

Nancy highlighted the 2011 budget main points: some transactions still need to go through while others are encumbered and will be drawn down. The budget does not list the encumbered line items. Encumbered line items include: funds to pay the model local law consultant, miscellaneous contractual for the CBI Permit Manager, and fees for services which reflects some grant money. The remaining grant money will roll into the fees for services line item.

In March or April the County will approve final numbers. Leftover funds resulted from the Coalition's unfulfilled plan to hire a second intern. If the group decides to hire a second intern the Coalition would need to advertise in February. Sean commented that the Coalition surplus protects the Coalition.

Jim asked if the Coalition resolved all County issues. Sean explained that the Coalition will receive grant money which will resolve the discrepancy. The County and the Coalition agree on the amount of money; the difference is in how each entity encumbers the money. Nancy added that the Coalition budget appears short on funds because the County lists the \$8,000 in-kind services as an expenditure while the Coalition lists it under shared services. County procedures make it difficult to change the discrepancy.

Sean added that changes in county personnel added to the confusion. Nancy is learning the codes and processes the County uses through its Codis database system. Sean pointed out that the County also lumps grant money into the general fund, which skews the numbers. The County receives 1,000s of grants. Nancy agreed that without separate accounts it is more difficult to track grant money.

b. 2012

Nancy received membership dues from three municipalities. Eight thousand eight hundred fifty three dollars rolled over from last year and fund the reserves line item. Numbers were approved last November at a budget meeting.

2. Staffing

Christina has been an excellent GIS Tech. She also does storm system mapping, using the data model to map and find gaps at connections between municipalities. Patty continues to work with municipalities and Christina. However, her main duty has been populating the ORI with data.

3. Contracts

NYSDEC executed the model local law contract and Mike Breslin signed the contract to ratify consultant services.

Erik moved to approve Barton and Loguidice as the consultant. John McDonald seconded the motion which passed unanimously.

Consultants Barton and Loguidice are reviewing the contract. Issues include making Nancy the point person, clarifying that the Coalition provides the Scorecard results, fixing timing discrepancies, and hammering out the relationship with the law firm, Young Somner.

The Coalition negotiated a new contract with the Sewer District for ORI support in exchange for \$1,000 consideration.

Erik moved to approve the contract agreement. John Dzialo seconded the motion which passed unanimously.

4. Board Members and Working Group

Nancy would like to update the list of people serving on the Coalition. The new year brought several changes: Alexander Gordon is no longer on the legislature, so he will no longer attend meetings. Glen replaced Jerry Gordinier. Daryl replaced Walt on Wednesday evening. Finally, Brad Burns has not contacted Nancy yet. Board members were asked to review the spreadsheet of representatives to confirm names and contact information.

Siena College asked the Coalition for a letter of support for the Urban Waters Small Grants Application due January 23rd, 2012. The college plans to oversee students in monitoring protocol and sampling soil at the Kromakill. In exchange for the letter and some assistance with locations and access, Siena would share findings and provide education – thereby helping the Coalition meet two MS4 requirements.

Nancy asked whether the Board approves of submitting the letter. Board members agreed; however Erik asked if the education piece would benefit the public or just the students. Nancy will find out. Sean suggested sending out a draft of any letters to the Board of Directors in the future so that elected officials are aware of any projects taking place in their municipality.

B. Coalition Work Plan

1. Coalition Work Plan 2011

a. Activities

Patty provides ORI/CBI data entry. However, recent updates to the system created a glitch in the program the developers have yet to work out.

Center for Watershed Webcasts continue – the last webcast was attended by 40 people. As a result, Nancy would like to change venues to accommodate larger crowds for the next six webcasts. The Pine Bush facility is more conveniently located and more spacious.

The Coalition paid \$8,000 to update AIMS: remove data layers, add Census statistics and soil groundwater surveys. Frank Fazio of SUNY Albany has groundwater data from soil borings that he can forward to the Coalition.

b. Grant Activities

On January 31st the Green Infrastructure workshop with John Dunkle provides training credits for planning and zoning board members. Nancy proposed demonstrating the AIMS program. However, each municipality has a password and not every municipality shared the password with board members. Sean thinks the training is warranted.

Ninety six seats are available at the training. If municipality personnel don't fill the seats, Nancy recommends sending forward thinking developers.

The GILLAC group has been creating a skit illustrating planning board site plan review. The presentation will take place at CDRPC training in June.

Scorecard results are all in and Leslie continues to create consistency between the submissions. Elected officials will need to approve elements of the model local law at the end of the process.

The Coalition finalized data models for the Storm System Map. All 11 Municipalities have the same layers, definitions, etc.

The Coalition submitted the second Quarterly report yesterday. By request, Nancy briefed the County Transition Team on the Coalition. Sean conveyed that those in attendance found the briefing thorough. Nancy wanted everyone to understand the regulations and how municipalities, developers and industries handle the permits.

C. Other Discussion Items

1. Website

The face of the website is available for viewing. Nancy needed approval on an inspirational quote she drafted, which the Board granted. Content is mostly completed; subjects made available on the website will include: Contact information, SPDES permits, regulations, Boards, Local Projects, Pollutants of Concern, SWPPP Forms and Procedures, Financing, how municipalities pay for stormwater handling, and a concept map teaching the difference between the types of permits.

Viewers can also submit comments or questions to Nancy via the webpage. Sean asked when it will be ready to go public, which Nancy confirmed it only needs Board approval. The site links to each municipal stormwater page. Municipalities should link back to the Coalition page.

2. Stormwater Management Program Plan

CBI sorts input information into forms usable for Annual Reports, ranking priorities and tracking goal tasks. Nancy provided a list of recommended BMPs, adding a seventh for Program Management. Municipalities audited were asked which personnel were responsible for which tasks, so Nancy decided CBI could assist municipalities in documenting responsible parties.

Erik asked if all municipalities would be responsible for one municipality's mistake; for example, if one of the listed municipalities drops out of the Coalition. Nancy explained that the program tracks the responsible municipality, thereby maintaining accountability. Therefore, each municipality gets it due because CBI shows explicitly who does what.

3. Intermunicipal Agreement

The Coalition 2015 Program Plan needs an intact intermunicipal agreement. At the last meeting in September, members generated comments. Sean made additional comments to accommodate County processes. Nancy incorporated those comments and reviewed the same at the January meeting. Highlighted changes covered the following issues:

1. County Processes;
2. SWMP drafting;
3. Budget date (June 25);
4. Separate accounts;
5. Itemized membership fees;
6. Timeline for invoicing and municipal statements of intent (7/15 and 8/15);
7. Updated fees;
8. Ratification by 9/30/2012;
9. Number of “Interested” MS4s needed to ratify; and
10. Expiration date of IMA.

Erik suggested pulling out approval of fees as a separate document since updating the IMA is expensive, difficult and time-consuming. John McDonald confirmed that the statement of intent does not require a resolution. Erik then asked what prompts the variable fee. Nancy explained the formula is “budget minus base fee equals remainder” and the responsibility for the remainder is distributed between the municipalities based on population. John Dzialo suggested changing to the 2010 Census. Garry Nathan recommended language that would not require change, such as “Most recent census.”

Nancy questioned at what point the Coalition becomes unsustainable. Erik suggested loss of two large municipalities could sink the group. Nancy then asked the Board to determine a time for effect. Sean suggested until the Board of Directors terminates. John McDonald advised that the instrument would need a “no later than” date. John Dzialo recommended following the permit timeframe of three years since changes to the permit would change the IMA. The Permit ends 4/30/2015 and the IMA will remain in effect until 12/31/2015. Municipal Board must approve the IMA by the end of the year. Nancy will forward a copy of the IMA to each Board member.

III. Close of Meeting

At 10:30am Paul Reuss moved to adjourn. Glen Hebert seconded the motion which passed unanimously.

NEXT MEETING: Friday, March 16th, 2012, Village of Green Island, 8:30am – 10:00am

These minutes were approved at the March 16, 2012 Board Meeting.