

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

**MINUTES
Thursday June 6, 2013
Village of Green Island
19 George Street
10:15-12:00pm**

Board of Directors Attending:

Sean Ward, Village of Green Island, Chairman
John Dzialo, Town of Colonie
Thomas Dolin, Town of New Scotland
Dave Dressel, City of Watervliet
Dennis Feeney, Albany County
Paul Reuss, Village of Menands
Erik Deyoe, Town of Bethlehem
George Primeau, City of Cohoes
Glenn Hebert, Village of Voorheesville
Ken D'Arpino, Town of Guilderland

Board of Directors Absent

Doug Melnick, City of Albany
Carl Fleshman, Village of Colonie

Also Present:

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

I. Approval of March 15, 2013 Minutes
Paul Reuss moved to approve the minutes. Thomas Dolin seconded the motion which passed unanimously.

II. Reports

A. Coalition Administration –
1. 2013 Budget

NYSDEC owes approximately \$30,000 in grant fund reimbursements (Voucher #3). NYSDEC representatives have not yet returned calls. Grant funded line items include Technical-Administration, Miscellaneous Equipment, Fees for Services and Hospital/Medical.

Technical Administration pays for Christina Chiappetta's salary. The County lists her last date of employment as June 20th, 2013. Her last paycheck will be issued June 27th 2013. Christina accrued \$2,270 in vacation time that by County Personnel Policy the Coalition will need to pay the cost of this vacation time. Nancy's salary, which is paid out of the Stormwater Prog line item, also includes accrued vacation time currently valued at \$7,000. As a result she is trying to take time off to scale down the balance which would be due to her should she leave the Coalition.

Patty Shultis, whose position is paid under the Temporary Help line, is leaving June 26th, 2013. The County will issue her last paycheck on July 4th, 2013. Nancy proposes using money remaining in the Temp Help line, ~\$8,800 in order to hire Christina as a part-time per diem employee so she can continue performing GIS mapping technical work, among other tasks. Board members agreed to do so at a rate of \$18 per hour for a maximum of 17 hours a week with a June 21st, 2013 start date.

Thomas Dolin moved to approve rehiring Christina on a per diem basis. Glenn Hebert seconded the motion which passed unanimously.

Thomas Dolin moved to approve transferring \$2,270 to the temp help line to cover Christina's accrued vacation. Glenn Hebert seconded the motion which passed unanimously.

Nancy also mentioned that County Personnel policy is such that into the future should there be money in the Technical Administration line, Christina would need to be given first refusal for that position.

Nancy continued to explain the remainder of the budget: Computer Equipment covers replacement costs for the AIMs system server. One thousand eight hundred and fifty of Miscellaneous Equipment is encumbered. Sean Ward and the County had approved transferring \$51.75 from Office Supplies line to Conferences Training in order to cover the Rain Check DVD training video.

Erik Deyoe moved to approve the transfer. Thomas Dolin seconded the motion which passed unanimously.

Computer supply contains \$52; postage \$126; and travel \$175. The Coalition spent \$430 from the Printing account to cover publications. The "Fees For Services" account contains \$32,596 encumbered for the green infrastructure model local law consultant and workshops. Out of the Equipment Repair and Lease line the Coalition spent \$472 for a printer. The Miscellaneous Contractual line item pays for website and CBI maintenance.

Finally, the Coalition budget for 2013 reflects the \$8,000 in-kind contribution from Albany County. Conversations with the County have helped resolve deficits resulting from different accounting practices at the County.

2. 2012 Budget Reserves

Nancy reached out to the County Department of Management and Budget to resolve outstanding budget reserves that aren't showing up in the County's version of Coalition finances. One issue is the County shared service amount in the general fund equaled zero in 2012 whereas it should have read \$8,000. Similarly the County contribution for the 2013 budget reads as \$5,461 while it should be \$8,000.

John Dzialo asked why the County's 2013 contribution is only \$5,000. Nancy explained that better estimates of pension and other fringe costs take place after the Coalition has adopted the budget, usually in September or October, and adjustments are made in the DGS charge to balance our budget. For example, if the pension cost as of September is more than we budgeted for, rather than go back to the Coalition Board and have us increase that line, instead the DGS Shared Services line is decreased. It's a timing issue.

Even so the County contribution, as described by the DGS Shared Service line, should always be reflected as \$8,000. To remedy the inconsistency the County proposed writing a check to the Coalition for \$8,000 and then we would write a check for the same amount to the County for DGS Shared Services, which includes rent, use of phone, etc. This makes the accounting easier.

A second issue with the budget involves the health insurance problem. The year to date amount of \$18,870 carried over into the reserve. However, until NYSDEC reimburses the Coalition, the money isn't in the budget, plus the reimbursement won't match that \$18,870 expense. The County meeting addressed these existing issues, but didn't address a process change discussed at the last meeting, regarding a better way to account for unspent Coalition dues, perhaps a Trust Fund, or something else.

Erik Deyoe clarified that the \$120,000 gap closed which Nancy confirmed. The budget currently shows a deficit of \$44,435.61 and the NYSDEC reimbursement will cover some of that amount eventually, corrections related to health insurance and the DGS Shared Services, Local Share problem should resolve the rest.

3. Village of Altamont

The Village of Altamont reached out to the Coalition about MS4 responsibilities and the possibility of joining the Coalition. Their NOI is due on November 18th 2013.

III. Discussion

A. Coalition Work Plan and Budget

Nancy developed a spreadsheet illustrating the Coalitions' activities and the type of personnel needed to complete those activities. Work included best management practices and measurable goals found in the SWMP and are divided into core and additional tasks. Personnel are divided into administrative and program staff. Administrative involves paperwork.

Nancy found several vulnerabilities. For example, none of the municipalities seem to be using volunteers. In addition, the budget focuses almost solely on core items as there isn't much room for creativity. Finally, interns have a high turn-over so it's difficult to build on knowledge and sustain long term program objectives.

B. 2014 Budget

Proposed expenses in 2014 total \$121,867. Nancy polled municipalities to determine whether any would be willing to contribute additional money in exchange for technical and personnel support to complete minimum control measures such as system mapping, public participation, etc.

The Board explored whether to charge for services on a per diem basis or to charge a flat rate percent increase across the board. However, not all municipalities are interested in additional services. In fact, an additional charge may drive some of the larger municipalities out of the Coalition. In addition, during audits NYSDEC is looking at what the individual municipality is doing, not the Coalition's activity.

Regardless, Thomas Dolin questioned whether the Coalition needs additional staff for core activities, which Nancy confirmed. Nancy is backlogged with paperwork. Therefore she would like an administrative assistant and the Coalition needs a technical person to complete GIS work. She estimates a \$40,000 annual salary which with benefits would top \$70,000 – for the technical person.

Sean Ward doesn't see a 60% increase as plausible for most municipalities. Nancy suggested that each municipalities' urgency of need should determine how much extra to contribute. She pointed out that the Krumkill still needs to be mapped which will require an additional three months of work. City of Albany may need help with facility audits.

Thomas Dolin summarized the conversation: 1) the Coalition needs a clerical staff person at minimum; 2) the smaller municipalities should pay more in order to gain greater support from the Coalition in completing minimum control measures; 3) the Coalition avoids duplication of activities, for example publications; and 4) municipalities have to justify the increased dues to the elected. He suggested that the core budget is adequate; however those who want or need more services should pay more.

Nancy asked which municipalities would need additional support. Menands, Watervliet, Albany County, University at Albany, Guilderland and New Scotland would want additional support. City of Albany, not in attendance, might. Village of Altamont is an unknown, but a possibility. Several other municipalities would need a little assistance. The largest municipalities have the equipment and staff to complete all necessary tasks.

IV. Close of Meeting

Erik moved to adjourn at 11:55am. Glenn seconded the motion which passed unanimously.

Next Board Meeting

Friday June 21, 2013, Village of Green Island, 19 George Street 8:30am to 10:00am

Minutes approved at the June 21, 2013 Stormwater Coalition Board Meeting.