

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

MINUTES

Thursday September 20, 2013

Village of Green Island

19 George Street

10:15-12:00pm

Board of Directors Attending:

Erik Deyoe, Town of Bethlehem
Garry Nathan, City of Cohoes (Alternate)
John Dzialo, Town of Colonie
Ken D'Arpino, Town of Guilderland
Paul Reuss, Village of Menands
Glenn Hebert, Village of Voorheesville
Dave Dressel, City of Watervliet

Board of Directors Absent

Dennis Feeney, Albany County
Doug Melnick, City of Albany
George Primeau, City of Cohoes, Mayor
Carl Fleshman, Village of Colonie
Sean Ward, Village of Green Island, Chairman
Thomas Dolin, Town of New Scotland

Also Present:

Nancy Heinzen, Stormwater Coalition Coordinator
Melissa Ashline-Heil, City of Cohoes (meeting minutes)
Frank Fazio, University at Albany-SUNY
Scott Siegel, Albany County

I. Acting Chairman

Paul Reuss agreed to act as Chairman in lieu of Sean Ward who could not attend due to an emergency.

Erik Deyoe moved to approve Paul Reuss as the Acting Chairman. Glenn Hebert seconded the motion which passed unanimously.

II. Approval of June 21, 2013 Minutes

Garry Nathan moved to approve the minutes. John Dzialo seconded the motion which passed unanimously.

III. Reports

A. Coalition Administration

1. 2013 Budget

Nancy reported no change in revenue for 2013. The \$1010 increase on the stormwater line reflects a County non-union personnel increase mistakenly added to the Coalition budget. The County will remove that additional amount.

Christina ended her full time job with the Coalition around July 1 and finished her extended time in the Temp Help line around mid-August. Nancy transferred \$2,271.00 from Temp Help line to cover Christina's accrued vacation hours. The "Fees for services" line item includes grant money that will be used to cover remaining invoices anticipated from Barton and Loguidice for the local law project and some will go towards green infrastructure tour expenses.

Miscellaneous equipment encumbered grant funds will pay for some of the green infrastructure bus tour. Of the \$640 remaining in the printing account, \$269 paid for copies of Clean Water Act training materials. Equipment repair covers the copier lease.

2. NYSDEC GRANT

Regarding the NYSDEC grant - the Coalition completed the mapping work. On September 24th approximately 100 people will attend the Green Infrastructure bus tour. Finally, the last meeting for the Green Infrastructure Model Local Law project will take place on October 22nd. The grant money is reflected in the budget even though reimbursement checks have yet to be received.

Garry Nathan moved to approve. Erik Deyoe seconded the motion which passed unanimously.

3. Reserve Account

The negative in the reserve account results from health insurance costs discussed during previous Board of Director meetings, yet to be realized reimbursement checks, and other issues related to how Coalition finances have been interpreted by the Comptroller's office.

4. Working Group Schedule

The Working Group schedule lists meeting times and other critical dates for 2014. The meeting times have not changed (Working Group meetings on the last Thursday of the month and quarterly Board meetings usually on the third Friday).

B. Town of Colonie EPA Audit

John Dzialo from Town of Colonie recently completed the EPA audit. He found EPA staff to be thorough, knowledgeable and determined to find violations. Auditors had a checklist of items to review, which included the physical inspection of construction sites, 8-12 outfalls, municipal facilities and stormwater infrastructure. EPA auditors explained that management instructed auditors that every municipality should have some violation. Nancy disseminated a list of potential EPA fines that can result from an audit. EPA auditors also told John that he would receive an official report within 90 days. If the municipality corrects the violations - prior to submission of the final report - then the auditor can add that information to the final report.

John found the Coalition helpful to the audit. Nancy attended the audit and answered questions. In addition, the work the Coalition has been focusing on – developing a SWMP and assistance with meeting minimum control measures – helped tremendously. For example, the auditors checked off all minimum control measures to ensure each is being addressed. Auditors then checked the SWMP and Annual Report to determine whether the municipality completed items documented. Furthermore, the auditors checked that the municipality documented work completed. Then EPA asked for written procedures describing how to complete the work. They also reviewed facility audits and expected written procedures for those audits as well.

Nancy described Town of Colonie's excellent internal communication as a boon to their ranking. John was able to phone other offices and personnel to answer questions during the three day audit. Auditors estimated Town of Colonie as in the top 5% of MS4s. Once violations are corrected that will bump the town into the top 1-2%.

IV. Discussion

A. 2014 Coalition Budget

The Voorheesville Village Board rejected renewal of the IMA contract with the Coalition due to rising costs. However, the Board may decide to rejoin the Coalition at a later time. At the same time, the Village of Altamont has decided to join the Coalition. Altamont will submit papers in January as the Village Board needs to vote on the item. As a result of these changes the revised 2014 budget equals approximately \$184,500 with 25.75 points. Cuts to the budget are highlighted in grey.

Nancy retained the \$40,000 a year staff position discussed during previous Board of Director meetings. However, the vacation budget – thirteen weeks at \$12,000 for her

position and another \$10,000 for the yet to be hired staff position - makes the budget tight.

Nancy scaled back whenever possible. For example, the \$4,000 for a new AIMs server can wait a year and the funds dedicated elsewhere. However some items are fixed, such as supplies. Other items have increased out of necessity, such as the miscellaneous contractual line item which pays for CBI licensing and website hosting and updates. This is because the Coalition will add Altamont as a user. Finally, some expenses, such as fringe benefits, are likely to increase but are still unknown.

Erik Deyoe found the state retirement amount high for a \$40,000 a year position. However Nancy explained that the County has a one size fits all retirement. She is concerned about resolving the budget issues now because of the County process and timeframe. Meetings with County Management and Budget are scheduled for later in the month.

She asked what to do about the unresolved items and possible increases in fringe. Erik suggested that instead of budgeting 10% for vacation, that the Coalition transfer it to fringe benefits and give Nancy the same raise as other County employees. He asserts that the money won't be used because Nancy manages the other staff person and can ensure that vacation time is used rather than accumulated. He also counters concerns about the vacation budget worry that a new hire will leave and cash-out vacation by pointing out the Coalition does not have to catch-up all at once. Nancy agreed to look at what is currently budgeted for accrued vacation and use that to adjust for unknown fringe expenses.

Erik moved to approve the budget as discussed. Garry Nathan seconded the motion which passed unanimously.

The Board tabled the question of encumbering \$6,000 for other purposes such as AIMs until the January meeting.

Board members were asked to think about hiring a second person and what credentials and skills an applicant should possess.

V. Close of Meeting

Garry moved to adjourn at 10:00am. Paul seconded the motion which passed unanimously.

Next Board Meeting

Friday January 17, 2014, Village of Green Island, 19 George Street 8:30am to 10:00am

These minutes were approved at the January 17, 2014 Stormwater Coalition Board of Director's Meeting.