

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

**Minutes  
Friday January 17, 2014  
Village of Green Island  
19 George Street  
8:30-10:15am**

**Board of Directors Attending:**

Dennis Feeney, Albany County  
Maryella Davenport, City of Albany (Board alternate)  
Jeff Moller, Village of Altamont  
George Primeau, City of Cohoes  
John Dzialo, Town of Colonie  
Carl Fleshman, Village of Colonie  
Sean Ward, Village of Green Island, Chairman  
Ken D'Arpino, Town of Guilderland  
Thomas Dolin, Town of New Scotland  
Dave Dressel, City of Watervliet

**Board of Directors Absent**

Frank Fazio, University at Albany-SUNY (Working Group Representative)  
Erik Deyoe, Town of Bethlehem  
Paul Reuss, Village of Menands  
Doug Melnick, City of Albany

**Also Present:**

Nancy Heinzen, Stormwater Coalition Coordinator  
Barbara Decker, City of Cohoes (meeting minutes)  
Nicholas Sala, Village of Altamont  
Scott Siegel, Albany County  
Garry Nathan, City of Cohoes (Board alternate)  
Les Decker, Village of Colonie (Board alternate)

I. Approval of September 20, 2013 Minutes

John Dzialo moved to approve the minutes. Thomas Dolin seconded the motion which passed unanimously.

II. Reports

- A. Coalition Administration
  - 1. 2013 Budget Report

Nancy reported no new revenue for 2013. She noted that the \$28,149 in the Other Classified Revenue line is revenue from the NYSDEC stormwater grant necessary to cover Christina's full time salary and fringe for 6 months. This is the grant funded position referred to in grant reports as the GIS Tech and matched to the Coalition budget line A9 8021 12718 Tech/Admin Asst-GIS/GPS.

The \$1010 transfer to the Stormwater Program Coordinator line reflects a non-union personnel increase mistakenly added to the Coalition budget by the County. Nancy did not receive this salary increase, as it was not approved the Coalition Board, therefore the Year To Date (YTD) Actual expenses for the Stormwater Program Coordinator remain as budgeted (\$50,000).

Nancy transferred \$2,271 from the Temp Help line to cover Christina's accrued vacation hours and a separate budget line, A9 8021 19960 Accrued Vacation was approved by the County Legislature for this purpose.

Christina resigned from her full time position June 27, 2013 and then continued in the Temp Help line, working part time until the end of August, 2013. This allowed her to finish remaining work on the grant funded Storm System Mapping project. This expense will be reimbursed by NYSDEC.

Meanwhile, Patty, the student intern also paid out of the Temp Help line resigned effective June 27, 2013. There is \$6,336 remaining in the Temp Help line and this money will be added to the Coalition reserve.

As of year-end, in addition to the Temp Help line, there is unspent money in these other budget lines: Computer Equipment (\$1600); Office Supplies line (\$1,293); Computer Supplies (\$52); Postage (\$74.21); Travel and Mileage (\$175); Printing and Advertising line (\$308.49); Equipment Repair and Rental (\$552); and Miscellaneous Contractual (\$499). That \$1600 in the computer equipment line could help pay for a replacement server for AIMS and the printing money used to purchase educational brochures.

Unspent money in the State Retirement line (\$16,169) will be adjusted when the County Comptroller closes out the 2013 books (April/May). The negative balance in the Hospital and Medical Insurance line (-\$4,959) reflects inaccurate charge backs by County Human Resources, to be adjusted by Management and Budget.

Money remaining in the budget can be encumbered or put into the reserve.

## 2. 2014 Budget Report

This is the 2014 budget adopted by the County Legislature. The Stormwater Reserve Replenish line of \$22,896 addresses long standing issues with the Coalition reserve and is money to be paid to the Coalition from the County General Fund when the 2014 books are closed (spring, 2015).

The Stormwater Replenish line (\$22,896) should match the General Fund amount (\$23,193), but it doesn't. The difference of \$297 reflects a last minute adjustment to our Hospital/Medical Insurance line from \$12,889 to \$13,186, which caused the General Fund contribution to increase. Unless corrected, the County General Fund money will cover the difference.

By the end of January, a final grant voucher of approximately \$55,000 will be submitted to NYSDEC. This revenue should move the current negative reserve balance of -\$44,435 to a positive balance.

What direction does the Board want to take on unspent 2013 money? Sean Ward asked if the money could go to the reserve and the Board could vote later to alter the budget and use that money. Nancy said only if the reserve balance is positive. Scott agreed it wouldn't work because the Coalition budget can't be altered unless there's a positive balance. Encumbering the money would be better.

Sean brought up the County raises that Nancy missed out on previously and asked if the money could be moved to 2014 to make up for the missed 2% raise from July 1<sup>st</sup> (2013) and if another 2% could be added effective January 1<sup>st</sup> (2014). Nancy will look for money in the budget and get the numbers out to Board members. John Dzialo moved to conceptually approve a raise for Nancy. Thomas Dolin seconded the motion which passed unanimously. Maryella Davenport moved to encumber \$1600 from computer equipment and \$308 from printing. Thomas Dolin seconded the motion which passed unanimously. Nancy will do the paperwork.

## 3. NYSDEC GRANT

The Green Infrastructure Model Local Law Report, Storm System Mapping Report and GI Tour photos and write up were submitted to NYSDEC. The Storm System Mapping Report was shared with Siena College Professor Kate Meierdiercks, who is researching the hydrology of the Krommakill. USGS is supporting similar work in the Midwest (inter-municipal storm system maps). This grant may have helped us in completing groundbreaking work.

#### 4. Staffing Update

When Christina was hired to work full time (July, 2011), a Civil Service Job Specification titled Technical/Administrative Assistant-GIS/GPS was submitted to New York State Civil Service. This was rejected by the state, therefore a new job specification titled Stormwater Program Technician was written, approved, and submitted by the County. The job specification reflects member needs detailed in the 2014 Coalition Work Plan.

Nancy has been trying to recruit Christina. She did put in an application. According to Section 6.2 of the Inter-municipal Agreement the Board can choose to higher her. The job does not need to be posted. Maryella Davenport moved to hire Christina Chiappetta for Stormwater Program Technician at \$40,000. Carl Fleshman seconded the motion which passed unanimously. While the Job Title is currently competitive and will require that Christina take a test, a letter was submitted to Albany County Civil Service to change the position to noncompetitive. This would eliminate the testing requirement. The Tech/Admin Assist line will also be reclassified to Stormwater Program Technician.

#### 5. Meeting Schedule

Meeting Schedule has been finalized for 2014.

#### 6. Contact List and Email Lists

Nancy distributed the Coalition Contact List and asked for corrections and if others should be included on the list. The e-mail list is used to inform others about Coalition activities and functions.

### B. Audit Updates

Town of Colonie EPA Audit is going through the signature chain within EPA. Kimberly from EPA apologized for what is about to come, but she did not say whether or not they would be fined. Colonie should have the Audit Report within the next 30 days. They have completed everything that was flagged during the Audit except for facility audits which are scheduled for next week.

New Scotland is preparing for their NYSDEC audit. A meeting was held to show Town officials how much work is put in to their stormwater program. Nancy was a great help to the Town.

### C. 2013 Highlights

#### Audits, Grants, Mapping

2014 Priorities (3 months) – Get staff, plan for points system, finalize grant documents, finalized list of required procedures, update organizational charts, analyze what’s driving cost pressures. Comments were put together for the draft MS4 2015 permit and delivered to NYSDEC by CDRPC. Other coalitions are reaching out and would like to meet up to discuss how they each function, funding, and MS4 Permit issues.

### D. Comments and Letters

In December, 2013 Nancy submitted a letter to NYSDEC regarding the proposed Invasive Species Law. She asked what happens when municipal staff transport or remove invasive species, perhaps from a rain garden, are they subject to the provisions of the law?

Municipal/MS4 staff with land area in the Krumkill watershed prepared and signed off on a letter for residents which explains stormwater pollution and includes informational brochures. The effort is based on the Target Audience Analysis Worksheet and related analysis of geographic areas of concern and pollutants of concern. The letter was written on Coalition letterhead. In case there’s some confusion, if desired, the Albany County Soil and Water Conservation District can be removed from the letterhead. They provide “Support” to the Coalition and are noted as such on the letterhead.

## III. Discussion

### A. Village of Altamont

Village of Altamont submitted their Inter-municipal Agreement signature page, related Resolution language, 2014 Dues and copy of their MS4 Permit Notice of Intent to Nancy on 1/17/14. John Dzialo moved to accept the Village of Altamont into the Coalition. Maryella Davenport seconded the motion which passed unanimously. Jeff Moller will be the Board member unless the Mayor will attend. Nick Sala will be the Stormwater Coordinator once it is approved by the Village Board and will attend Working Group meetings.

### B. Voorheesville

Thomas Dolin will invite Mayor Conway to attend a Coalition Board meeting to educate him on what the Coalition actually provides for each municipality. Voorheesville lost their access to AIMS. A discussion followed on how much assistance the Coalition can provide them with completing their Annual

Report. Questions were raised about how hard or easy it is to rejoin the Coalition. The Board is considering amending Section 11.7 of the Inter-municipal Agreement so that the mechanism of leaving, then rejoining the Coalition is made clearer. In general there needs to be a review of the entire agreement so that all necessary changes can be made at once.

IV. Close of Meeting

Maryella Davenport moved to adjourn at 10:15am. Dave Dressel seconded the motion which passed unanimously.

Next Board Meeting

Friday March 21, 2014, Village of Green Island, 19 George Street 8:30am to 10:00am

*These minutes were approved at the March 21, 2014 meeting of the Coalition Board of Directors.*