

*Stormwater Coalition of Albany County
Board of Directors*

MINUTES

Friday, January 20, 2017

Town of Colonie

Public Operations Center

347 Old Niskayuna Rd

8:30 am to 10:00 am

Board of Directors Attending:

Dennis Feeney, Albany County

Joseph Coffey, City of Albany

Garry Nathan, City of Cohoes (Board Alternate)

John Dzialo, Town of Colonie, Chairman

Randy Rivera, Village of Colonie

Peter Barber, Town of Guilderland

Paul Reuss, Village of Menands

Doug LaGrange, Town of New Scotland

Dave Dressel, City of Watervliet

Liaison to the County Executive's Office – Host of the Coalition:

Scott Seigel, Albany County (Board alternate)

Also Present:

Ken D'Arpino, Town of Guilderland (Board alternate)

Lucas Rogers, Albany County

Nancy Heinzen, Stormwater Coalition Program Coordinator, Coalition

Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)

Absent:

Paul Penman, Town of Bethlehem

Sean Ward, Village of Green Island

Frank Fazio, University at Albany-SUNY

Meeting called to order by John Dzialo at 8:29AM.

I. Approval of September 16, 2016 Minutes

A motion to approve the September 16, 2016 Board Meeting minutes was made by Doug LaGrange which was seconded by Garry Nathan and passed unanimously. Dave Dressel abstained from voting as he was not at the last Board meeting.

II. Reports

A. Coalition Administration

1. Coalition Chair – 2017 (IMA Section 5.3)

A motion made to elect John Dzialo as Chair of the Stormwater Coalition of Albany County was made by Doug LaGrange which was seconded by Garry Nathan and passed unanimously.

2. 2016 Budget Report

Nancy Heinzen reviewed the 2016 budget pointing out where grant expenditures are located in the report. As this is the first time these expenditures are coded using project codes, this early version of the budget report may be difficult to follow. Some coding needs to be corrected. Once corrected, report details should be easier to follow.

She explained two grant funded purchases.

22999-Miscellaneous Equipment, \$2,804.84, for two computers purchased for two new staff.

44020-Office Supplies, \$5,769.40 mapping software for two new staff.

Grant funds will be encumbered from the following lines: 22999-Miscellaneous Equipment, 44020-Office Supplies, 44038-Travel Mileage, and 44046-Fees For Services.

Unspent funds associated with member dues will roll into the reserve. They are from the following budget lines: 19970-Temporary (\$9,100 no temp help was hired); 44021-Computer Supplies (~\$250); 44035-Postage (\$112); 44020 – Office Supplies (~\$1,000); 44046 Printing (\$461); 44999-Misc Contractual (~\$1,000 Mapper Support).

Money encumbered for the redesign of AIMS (\$25,000) dating back to 2015 should be spent down soon. The final invoice for that work just arrived. There will need to be an adjustment in the 44039 Conference & Training line. It appears that we're over budget. Not a problem; this is a billing issue.

Actual fringe expenses for 2016 will be determined when the 2016 budget is closed out early spring, ~April, 2017.

3. 2017 Budget Report

Budget line highlights and explanations:

Revenue lines

02414-Membership Dues. Some membership dues are in, still waiting on others.

03420-MS4 Mapping Project. This line describe grant funds to cover staff salaries.

Expenditure lines

19954-Enhanced Pay (\$3,000). This is an increase in Christina Chiappetta's salary as mapping supervisor of the new employees.

44009-Stormwater Reserve Replenish. These are funds to cover a County overcharge for health insurance from 2015. It will end up in the Coalition reserve next year when the 2017 budget is closed out.

4. Ratifications (MS4 Permit Comment Extension; 2% Salary Increase; Hiring)

A motion to ratify the 2% raise and longevity was made by Paul Reuss which was seconded by Doug LaGrange and passed unanimously.

A motion to ratify the letter sent to NYSDEC requesting an extension of the public comment period for the DRAFT MS4 Permit (GP-0-17-002) was made by Garry Nathan which was seconded by Randy Rivera and passed unanimously.

A motion to ratify the hiring of Joseph Cleveland was made by Doug LaGrange which was seconded by Garry Nathan and passed unanimously.

A motion to ratify the hiring of Timothy Koch was made by Joseph Coffey which was seconded by Dave Dressel and passed unanimously.

5. 2017 Points (Summary of Requested Tasks)

Nancy Heinzen reviewed the 2017 "Points" Survey Requests and Calendar for Albany County, Town of Bethlehem, Village of Menands, and the City of Watervliet. The Town of New Scotland has yet to submit their 2017 "Points" survey.

Nancy Heinzen reminded Board members that if tasks are not identified by the MS4s early in the year, it becomes harder to coordinate time to complete those tasks. It's not feasible to start/finish all tasks in the last quarter.

The Village of Colonie is on the "Points" calendar for February as a reminder to reserve time there for training new employees in system mapping. This means no "Point" work by Coalition staff while in the Village.

Where possible, "Point" work is doubling as training for the new employees. This is true for Albany County and the City of Watervliet tentatively in February, weather permitting.

B. NYSDEC WQIP Rnd 12 Grant (REDC) (\$486,720; #C00081GG, End Date 4/30/2020)

1. Reports (Quarterly- DEC & MWBE)

All Quarterly Reports are in and up-to-date.

2. Staffing (New Hires-2 years; Enhanced Pay-3 years)

The Stormwater Coalition of Albany County hired two new employees. John Dzialo participated in the interviews and is happy with the two new hires. He feels comfortable having them work on the mapping project.

3. U Albany Student Intern Contract (\$22,620)

The contract between the University of Albany-SUNY and Albany County on behalf of the Coalition-led grant is moving along slowly. Contract details need to be in place before recruiting students and interested professors. There are four mapping projects named in the grant: 1. mapping of the Erie Canal; 2. digitization of septic system and well data; 3. mapping and description of green infrastructure assets; and 4. mapping of soil boring data.

4. Immediate & Long Term Tasks

Immediate:

- Purchasing computers and setting up the office
- Training new employees
- Need to meet/discuss with the City of Albany the Krumkill and Patroon Creek map record digitization project and timing of storm system mapping
- Need to figure out a data model for the CSOs; possibly

- look at the City of Albany's data model
- CSOs need to complete mapping work soon for their asset management plans (City of Cohoes; City of Watervliet)
- Meet with Guilderland highway staff about overall mapping schedule and support; possibly start system mapping in early spring.

Long Term:

- Secure consultant services for the impervious area digitization map. Laura DeGaetano has been trying to get aerial imagery for the urbanized area (1/2 ft accuracy) which could be used to map imperviousness.
- Secure consultant services to develop MS4 Permit forms integrated with GIS. Given content of DRAFT MS4 Permit which includes many proposed forms, determining which forms to use is confusing. Some forms might be mandated; some not.

C. Stormwater MS4 Permit (GP-0-15-003 Expires 4/30/2017)

1. Albany County Audit – Feb 2, 2017 (NYSDEC)

This may be the first time DEC has audited a County. Coalition staff will provide assistance as needed and attend the audit.

2. Coalition SWMPv4 (Updated May, 2016; Goal Due Date(s) 3/9/2017) – **Update v4?**

Nancy asked the group if members want to update the Storm Water Management Program Plan (SWMPv4); the proposed draft permit does not require a SWMPv4 like document. Members would like to have abbreviated sessions to review the current SWMPv4 (BMPs and Measurable Goals) and figure out where they need to go with their program, but not update SWMPv4.

D. Coalition Work Plan/SWMPv4 Plan BMPs/Goals

1. Coalition Staff /Member Activities

2016:

BMP 2-11 WAVE (Results Map)

Nancy Heinzen showed members a map of the WAVE locations sampled in 2015 and 2016. The map represents data collected by volunteers recruited by NYSDEC, the Coalition, and others.

Coalition staff organize and coordinate the monitoring events. This map was shared with Alene Onion, NYS DEC.

BMP 3-2 Coalition Web Mapper (SwIM Design)

The update and design is in place and now on the Albany County server. SwIM updates will be managed by Coalition staff, pending training by VHB GIS consultants.

MCM 8 Train'g CWP Webcasts

Completed for 2016.

BMP 7-3 Reg Realities-DRAFT MS4 Permit Comments

A lot of work has gone into the draft permit comments.

BMP 7-8 Audit Support

Ongoing.

BMP 7-9 Grant Mgmt-Implementation

Ongoing.

2. Member Point Work

2016:

Albany County-ORI/SSM

Completed.

C/WVliet-Procedures

Completed.

V/Menands-BMPs Muni Fac/ORI/Proc

Christina Chiappetta has been implementing various BMPs called out in the Municipal Self Audits. Nancy Heinzen and Paul Reuss have been writing procedures for the Village of Menands.

City of Albany-ORI Training/RADIX Sign/Planning Bd Training.

The Coalition Clean Water Act Basics program was presented to the City of Albany Planning Board on December 5, 2016 by Nancy Heinzen. It lasted about an hour. RADIX signage work continues.

T/New Scotland-Map'g; Facility Self Audits

Completed.

2017: See above

III. Discussion

A. Coalition Comments – DRAFT MS4 Permit GP-0-17-003 (Due 2/3/2017)

1. Review of DRAFT Coalition Comments (Edits/Suggestions)

The comments are mainly what was said during the Coalition comment sessions as well as what was added by Nancy Heinzen. Joe Coffey suggested that submitting comments as a Coalition is a good idea, but that some of the comments may need to be removed or toned down. John Dzialo is going to work with Nancy Heinzen to edit to the comments so that the Coalition comments are differentiated from Nancy's comments.

2. Board Letter of Support for Coalition Comments (Y/N? Edits?)

Nancy presented a draft cover letter and discussed some options for how to sign the letter. The Coalition agreed to have John Dzialo, Board Chair and Nancy Heinzen, Coalition Director sign the letter, rather than having each MS4 listed as signatories.

B. Inter-municipal Agreement & Memorandum of Understanding

1. Continue/Time Frame for Process/Changes/Visioning

Some dates to consider. The IMA end date is December 31, 2017. According to DEC, the new MS4 permit will be issued by the end of 2017. The existing MS4 Permit will continue as an interim permit beyond the current expiration date of April 30, 2017 until the new permit is issued.

For past IMAs, the Board voted in June to finalize the IMA, giving individual MS4s enough lead time to have their respective governing boards authorize signing the IMA (August, July, September); make clear their continued financial support for the Coalition (dues); and have in place a fully executed contract before the County budget is adopted (November or December).

In past years, an initial draft IMA is presented to the Coalition Board at the March meeting, then a more final version is presented to the Board in June. Nancy asked the Board if they are still interested in the visioning exercise discussed earlier, or should the March Board meeting focus on the first draft of the IMA.

Joe Coffey thought that a joint Board and Working Group visioning meeting would be helpful (what are we doing/not doing, what should we keep doing/stop doing); as it would help focus our priorities. The process,

while not tied directly to the IMA process is useful for organizations. Thoughts shared during the visioning process may be useful when preparing this and other IMAs.

Garry Nathan suggested a meeting later in the spring so that we can see the trickle-down effect of the new Federal administration (EPA, etc.)

Nancy Heinzen thought that a meeting sooner rather than later would help as it takes some time finalize language in the IMA for approval by the Board. The Board agreed to extend the next Board meeting, March 17, 2017 to include Working Group representatives. It will start at 8:30AM, end at 11:30AM and will be used to generally discuss “where we are going”.

Scott Seigel said that he does not think the current IMA will require huge changes; having an IMA that lasts for 2 years is helpful for municipal budgeting.

A motion to adjourn made by Paul Reuss and seconded by Peter Barber and passed unanimously.

**NEXT BOARD MEETING: Friday, March 17, 2017, 8:30am – 11:30am
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd**

These minutes were approved at the March 17, 2017 Board of Director’s meeting.