

*Stormwater Coalition of Albany County
Board of Directors*

MINUTES

Friday, July 14, 2017

Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd

8:33 am to 10:08 am

Board of Directors Attending:

Scott Seigel, Albany County (Board alternate)
Joseph Coffey, City of Albany
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Meeting Notes)
Bill Neeley, Town of Colonie, (Board alternate)
Randy Rivera, Village of Colonie
Ken d'Arpino, Town of Guilderland (Board alternate)
Sean Ward, Village of Green Island (Interim Chair)
Paul Reuss, Village of Menands
Doug LaGrange, Town of New Scotland
Frank Fazio, University at Albany-SUNY

Also Present:

Lisa Ramundo, Albany County
Nancy Heinzen, Coalition Stormwater Program Coordinator
Eric Pierson, City of Cohoes, Intern

Absent:

John Dzialo, Town of Colonie (Chairperson)
David Dressel, City of Watervliet
Lucas Rogers, Albany County, Liaison to County Executive's Office

I. Appointment of Interim Chair

A motion was made by Bill Neeley to appoint Sean Ward to act as Interim Chair of the Board meeting. Bill Neeley explained that John Dzialo, Town of Colonie Board representative and Chair was out on medical leave and could not attend the meeting. Randy Rivera seconded the motion which passed unanimously.

II. Approval of June 16, 2017 Minutes

A motion to approve the June 16, 2017 Board Meeting minutes was made by Joe Coffey, which was seconded by Doug LaGrange and passed unanimously.

III. Reports

A. The Transition and Immediate Priorities

- 2017 and 2018 Calendar
- Tipping Points and Staff Perspective

B. The Working Group Weighs In

- Plausible Assumptions
- Priorities

Nancy Heinzen distributed a set of handouts to the Board which included the adopted 2018 Coalition Work Plan projected out over multiple years. This multi-year plan includes all of the Coalition Basic Services prioritized, plus a best guess for when the new MS4 Permit might go into effect (late 2018, 2019), and the status of staffing now and into the future.

She introduced the Work Plan document by describing various sessions held internally to better understand the status of grant funded field mapping to date; the likely work load and technical skills associated with maintaining the SwIM mapper; the status of mapping projects to be completed by UAlbany student interns as guided by Coalition staff; and the impact of Christina Chiappetta's resignation on staff more generally.

At their June 22 Working Group meeting members also jotted down thoughts regarding the MS4 Permit and Coalition, all summarized in a second set of handouts titled plausible assumptions and priorities. Nancy Heinzen explained that the internal sessions, Working Group comments, and discussions with others, such as DEC and various County Departments informed the content of the multi-year Work Plan and proposed 2018 budget scenarios.

Nancy Heinzen then explained the three budget scenarios for 2018, pointing out that all scenarios assumed the following: 1) no points for 2018; 2) the SwIM web mapper would be managed by the consulting firm, VHB responsible for designing the application and training Christina Chiappetta; 3) the enhanced salary previously paid to Christina Chiappetta to supervise the SW Program Technician Assistants would instead go to Nancy Heinzen, Coalition Program Coordinator/Director; and 4) the full time Stormwater Program Technician position previously filled by Christina Chiappetta would not be filled in 2018.

She explained her reasoning to forego hiring a full time Stormwater Program Technician for 2018; instead putting that off perhaps until 2019. She mentioned that the process of hiring a staff person to start January 1, 2018 would need to begin late 2017, but that because of commitments made to the grant funded U Albany students and their mapping projects beginning Fall, 2017 semester, squeezing in time to recruit and interview candidates would be difficult.

Other considerations: 1) who would train this new staff person and 2) while there are member-wide concerns that the new permit might impose extensive new requirements on MS4s, until the new permit is released we don't know the specifics. Therefore it's better to wait until the new permit is released, then based on the content of the permit recruit and hire new staff.

Nancy Heinzen also reviewed civil service job specifications pertaining to stormwater program

implementation, all developed locally by either the Stormwater Coalition, Albany County, and

City of Albany dating back to 2014. For comparison she also included a recent job posting by the Albany County Soil and Water Conservation District. The job descriptions, while similar were also different, emphasizing one aspect of the MS4 Permit over another. The stormwater job posting salaries ranged from \$40,000 to \$55,000.

Nancy Heinzen pointed out that should the Coalition decide to hire a full time Stormwater Program Technician, questions include at what salary, to do what, covering which program requirements. Various Board representatives explained their own recent stormwater related job postings and new hires; plus other immediate and long term hiring considerations.

Nancy Heinzen reviewed the three budget scenarios included in the Board packet, explaining that all scenarios included a core budget based on the assumptions detailed earlier. Scenario 2 added to that core budget a bump up in salary for the two Stormwater Program Mapping Technician Assistants, from a 35 hour work week at \$40,000 funded with grant funds to a 40 hour week at \$45,000 where \$40,000 is funded with grant funds and \$5,000 funded from dues. For the two salaries this is a combined salary total of \$90,000.

Scenario 3 includes the core budget, plus the two salaries at \$45,000 each, plus \$9,360 in funding for a part time administrative assistant/water quality educator at 12 hours per week, \$15.00/hr to start in 2019. The purpose would be to off load administrative and clerical responsibilities from Nancy Heinzen and other Coalition staff to the administrative assistant. While the proposed budget line is administrative assistant/WQ educator, there was no discussion of water quality educator related responsibilities.

When presenting the budget scenarios Nancy Heinzen mentioned possible amendments to the 2017 budget which would serve to align assumptions now in the 2018 budget with the 2017 budget. Specifically, no more point work for 2017 and therefore a reimbursement of funds to Coalition members who have yet to receive point services; Nancy Heinzen receives the remaining Enhanced Pay; and the Board approves entering into a contract with VHB for Stormwater Mapper (SwIM) related services for 2017 and 2018.

IV. Discussion/Decisions

A. 2017 Budget Amendments

-Points 2017

B. Proposed 2018 Budgets – Assumptions and Content

-Scenario 1

-Scenario 2

-Scenario 3

Following Nancy Heinzen's review of the three budget scenarios and related topics, the Board discussed options and made several decisions.

After Nancy Heinzen clarified the impact to member dues of each budget scenario, explaining that none of the proposed scenarios would increase member dues, Joseph Coffey made a motion to approve Scenario 3 which was seconded by Garry Nathan and unanimously approved.

Nancy Heinzen explained that the dues itemized in Scenario 3 would be referenced in the 2018 Statement of Intent to be sent out as soon as possible the following week.

The Board then discussed contracting with VHB to update, manage, and troubleshoot the Stormwater Web Mapper (SwIM). The contract would cover 2017 and all of 2018.

Joseph Coffey made a motion to approve contract negotiations with VHB to maintain SwIM. Ken D'Arpino seconded the motion which passed unanimously. The 2017 budget currently has \$7,000 budgeted to support SwIM and the approved 2018 budget has \$13,500.

Referring to a spreadsheet in the Board packet, Nancy Heinzen explained that there is \$20,007 remaining in Christina Chiappetta's salary line and that should the Board decide to reimburse Coalition members for unmet 2017 "point" services, the spreadsheet itemized point hours owed to members all converted to dollar amounts. The affected members include: Albany County; Town of Bethlehem; Village of Menands; Town of New Scotland; and City of Watervliet for a total of \$10,038. How the reimbursement would take place was not discussed, other than acknowledging it may take a while to organize.

Nancy Heinzen explained that some Coalition members might choose to forgive the remaining point service (hours) as they are satisfied with the services received to date and feel that the work delivered matches their "point" dollar (\$) contribution. She would need to talk with members personally about the status of their point work to date.

Joseph Coffey made a motion to reimburse Coalition members for the 2017 point work committed to them, not to exceed. \$10,038. Bill Neeley seconded the motion which passed unanimously.

Joseph Coffey made a motion to transfer \$1557.00 remaining in the 2017 Enhanced Pay line to Nancy Heinzen. Doug LaGrange seconded the motion which passed unanimously.

C. 2019 Budget Considerations

-Getting ready

This agenda item was discussed when explaining the multi-year Work Plan; status of the new permit; and whether or not to budget for a full time Stormwater Program Technician in 2018 or possibly 2019.

D. 2018 Statement of Intent and Member Dues

This agenda item was addressed as follow up to the Board decision to approve budget Scenario 3. The 2018 Statement of Intent will be emailed to Coalition members as soon as possible. Nancy Heinzen reminded the Board that the 2018 Statement of Intent is different than the Coalition Inter-municipal Agreement.

Doug La Grange made a motion to adjourn the meeting which was seconded by Garry Nathan and passed unanimously.

NEXT BOARD MEETING: Friday, September 15, 2017, 8:30am – 10:00am; T/Colonie, 347 Old Niskayuna Rd

These minutes were approved at the September 15, 2017 Board of Director's Meeting.