

*Stormwater Coalition of Albany County  
Board of Directors*

**Friday, January 19, 2018  
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd  
8:35 am to 10:03 am**

**MINUTES**

**Board of Directors Attending:**

Dennis Feeney, Albany County  
Scott Seigel, Albany County (Board alternate)  
Lucas Rogers, Albany County, Liaison to County Executive's Office  
Joseph Coffey, City of Albany  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Meeting Notes)  
John Dzialo, Town of Colonie (Chairperson)  
Randy Rivera, Village of Colonie  
Peter Barber, Town of Guilderland  
Sean Ward, Village of Green Island (Interim Chair)  
Doug LaGrange, Town of New Scotland

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Coordinator

**Absent:**

Paul Reuss, Village of Menands  
David Dressel, City of Watervliet  
Frank Fazio, University at Albany-SUNY

**I. Election of 2018 Coalition Chair** (IMA-MOU 2018-2022 Section 5.4)

A motion was made by Sean Ward to appoint John Dzialo to act as Chair of the Stormwater Coalition Board of Directors. Joe Coffey seconded the motion which passed unanimously.

**II. Approval of October 26, 2017 Minutes**

A motion to approve the October 26, 2017 Board Meeting minutes was made by Doug LaGrange, which was seconded by Garry Nathan and passed unanimously.

### **III. Reports**

#### **A. Coalition Administration**

##### **1. Coalition IMA-MOU Executed**

Nancy Heinzen explained that there's one copy of the fully executed Coalition IMA-MOU (2018 to 2022). It was filed with the Albany County Law Department. The IMA-MOU is also posted on the Coalition website and signed copies were distributed to Working Group reps at their monthly meeting. A few Board members took copies of IMA-MOU.

##### **2. Board Rep Changes?**

Nancy Heinzen asked if there were any changes in Board representation, either as permanent reps or Board alternates. None were reported, but there may be changes in the future.

##### **3. 2017 Budget Report (Point Reimbursement; Reserve; EOY Forms – Encumbrances –Dues, Grant; VHB Contract)**

Nancy Heinzen reviewed the Itemized 2017 Budget Report pointing out the status of unspent funds and attempted to explain which unspent funds applied to which Coalition revenue stream (member dues or the NYSDEC mapping grant).

For non-salary lines, all of the grant funds were encumbered in 2016 across four budget lines (A98021 22999 SWG16 Miscellaneous Equipment; A98021 4046 SWG Fees for Services; A98021 44020 SWG16 Office Supplies; and A98021 44038 SWG16 Travel, Mileage, Freight). Purchases were made in 2017 against these encumbrances and funds still remain in each of these lines. These encumbrances will be carried forward into 2018.

According to the County Comptroller's office these same encumbrances can be liquidated at any time; however if not liquidated as directed by the Coalition; the Comptroller routinely liquidates encumbrances after two years. This will happen in October or November of 2018, with or without notification by the Comptroller's office. The Coalition will need to proactively decide what to do before October, 2018.

For unspent dues funds, there is \$1600 remaining in the Computer Equipment line (A98021 22050) and \$7,228 remaining in the Miscellaneous Contractual line (A98021 44999). Nancy Heinzen explained that \$7000 of the Miscellaneous Contractual line needs to be encumbered to cover the Coalition contract with VHB for SwIM support services.

She then explained that the \$1600 was intended to cover the cost of replacing Christina Chiappetta's computer. That computer crashed in 2016 and County IT loaned the Coalition a replacement computer. In 2017, \$1600 was budgeted to replace that computer. Now, given staff changes and recent computer purchases

using grant funds, there's no need to buy another computer. Nancy Heinzen proposed that we instead use these funds to replace the Coalition power point projector, which dates back to 2009 and doesn't reliably adapt to multiple generations of computers when used in public programs. This would involve encumbering the \$1600 and directing those funds towards purchasing a projector.

Paul Penman made a motion to encumber \$1600 for a projector. The motion was seconded by Doug LaGrange and passed unanimously.

There are various unspent funds in salary lines. It is Nancy Heinzen's understanding that for dues funded salaries, unspent funds roll into the reserve. Grant funded salaries, however need to be re-budgeted for 2019. The total amount available is limited to the amount stated in the grant contract (\$160,000 plus fringe, for two positions, for two years and \$9,000 for Supervisory responsibilities plus fringe for 3 years).

Nancy Heinzen mentioned three errors in the 2017 budget. First, County payroll accidentally overpaid her \$600 in the Longevity Raise line (A98021 19950) resulting in a negative balance of \$600. This overpayment could be addressed or ignored. If addressed, she pays back the \$600. If ignored, presumably the Coalition reserve addresses the difference. Peter Barber made a motion to ignore the \$600. This way Nancy keeps the \$600. Doug LaGrange seconded the motion which passed unanimously.

The second error are charges for Telephone expenses. The use of a Telephone is an in-kind expense provided by the County. These charges need to be assigned to an account line independent of the Coalition budget. This has been an issue in the past and Nancy will follow up with the County Comptroller's office.

The third error is in the actual charges for health insurance. The Coalition budgeted \$26,726 in 2017 for four staff; while actual expenses are \$97,399. We are currently \$70,672 over budget. Lucas Rogers agreed to follow up with County Management and Budget regarding corrections.

#### **4. 2018 Budget Report (Invoices; HR Yr End Salary Issues-Hrly Rates/2% Raises/Labor Law)**

Nancy Heinzen explained that she sent out invoices for 2018 dues. Two checks have been received, one from the City of Cohoes, the other from the Town of New Scotland.

She went on to explain last minute information provided to her by the County Commissioner of Human Resources (HR) and others in December 2017 regarding Coalition employees hired in 2017 who should have, for legal reasons, received a 2% raise for 2018. Instead, only one Coalition employee (Heinzen) received the 2% raise.

While Nancy Heinzen tried to explain grant funding constraints; the autonomy of the Coalition Board when making salary decisions; the late in the year hiring of Jared Flagler; and the rationale behind Joe Cleveland's salary increase from \$45,000 to \$46,000 (more responsibility and a 40 hr week starting 2018, but no 2% increase) it was too complicated to explain well to too many people in the time available.

Despite the impasse, there were payroll adjustments at year end and Jared Flagler's salary increased by 2% from \$40,000 to 40,800, while Joe Cleveland's salary line did not.

Nancy Heinzen explained that the 2% raise problem dominated much of her time mid-December and thought it best to settle the issue by moving money to cover the 2% increase. In particular, she suggested transferring \$1433 from the Temp Help line to cover the \$800 increase for Flagler and the estimated \$633 increase for Cleveland. She walked the Board through a handout explaining her calculations.

Sean Ward asked about the 2% raise, in particular he was concerned about the legal reasons given for the 2% raise and the standing of the Coalition Board to make their own decisions regarding salaries. Various Board members explained how their own municipality handles 2% Cost of Living Adjustments (COLAs) and the reasoning behind their approaches.

Peter Barber made a motion to approve a budget transfer from the Temp Help line as presented by Nancy Heinzen to cover the 2% raises and fringe, if necessary. Paul Penman seconded the motion which passed unanimously. Nancy Heinzen agreed to provide Sean Ward and other Board members with more information regarding the various 2% raise issues.

##### **5. Hiring Update (Reminders: Who/Funding Source/Time Frame)**

Nancy Heinzen referred to a handout detailing job titles and funding sources over the next 3 years, specifically noting grant funded versus dues funded positions. She explained that staffing for 2019 needs be discussed sooner rather than later as the two grant funded staff will need direction soon from the Board regarding 2019 employment options.

The Board agreed to discuss the topic in more detail at the March Board meeting. Nancy Heinzen will prepare various staffing/budget/dues scenarios.

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

**1. Reports (Quarterly Reports - -DEC & MWBE Due 12/31/2017)**

Both the Grant Work Plan Narrative and MWBE Quarterly Reports were submitted to NYSDEC.

**2. Voucher #2 Submitted (Grant \$ Spent-Remaining)**

A State Aid Reimbursement Voucher was submitted for \$89,485.61. The Voucher was corrected by NYSDEC and the reimbursement amount is instead \$112,949.00. Nancy Heinzen had used an Expenditure and Reimbursement Report form which retained 10% until project completion. NYSDEC no longer uses that form.

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

**1. NYSDEC Draft Permit Updates (AR and SWMPv5 Goals)**

Nancy Heinzen read aloud an email she received from Ethan Sullivan, NYSDEC regarding the status of the draft MS4 Permit. NYSDEC continues to make corrections and all agreed that it could take years before the revised MS4 Permit goes into effect.

**D. Coalition 2017/2018 Work Plan – Implementation**

**1. Coalition Staff /Member Activities (2017 Sept – Dec; 2018 Adopted Coalition Work Plan)**

Nancy Heinzen pointed out that because there are no changes in the MS4 permit, the 2018 Annual Report and SWMPv5 Plan document will continue to reflect the current permit. Also, the SWMPv5 Plan needs to be updated as most goals end 3/9/2018.

**2. Member Point Work (2017 V/Menands-Procedures; 2018 None)**

In 2017, the Procedures Compendium point work was completed for the Village of Menands. No point work for 2018.

**IV. Discussion/Decisions**

**A. 2018 Salary Adjustments**

Discussed previously. See 2018 Budget Report.

**B. A SwIM/GIS Policy Document? (Mission? Data Sharing Policy? Quality Control? Access-Public/Private? Cnty Role)**

Nancy Heinzen explained that given our focus now on storm/combined system mapping; the overhaul of the SwIM Coalition Stormwater Internet Mapper; and extensive use of GIS technology, various data sharing and access issues had come up. Policy guidelines would be helpful and she proposed preparing a Draft GIS Policy Document. While there were no objections, making it all happen was a little vague, perhaps by the next Board meeting.

**C. 2019 to 2020 Considerations** (Important Now, Can't Forget; Thinking About Options) Discussed previously. See Hiring Update.

Doug LaGrange made a motion to adjourn which was seconded by Sean Ward and passed unanimously.

*These minutes were approved at the March 16, 2018 Board meeting.*