

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

**MINUTES  
Friday March 15, 2013  
Village of Green Island  
19 George Street  
8:30-10:00am**

**Board of Directors Attending:**

Sean Ward, Village of Green Island, Chairman  
Dennis Feeney, Albany County  
Erik Deyoe, Town of Bethlehem  
Garry Nathan, City of Cohoes (Board alternate)  
John Dzialo, Town of Colonie  
Carl Fleshman, Village of Colonie  
Paul Reuss, Village of Menands  
Thomas Dolin, Town of New Scotland  
Dave Dressel, City of Watervliet

**Board of Directors Absent:**

Doug Melnick, City of Albany  
George Primeau, City of Cohoes  
Ken D'Arpino, Town of Guilderland  
Glenn Hebert, Village of Voorheesville

**Also Present:**

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

I. Approval of January 18, 2013 Minutes  
Thomas Dolin moved to approve the minutes. Carl Fleshman seconded the motion which passed unanimously.

II. Reports

A. Coalition Administration –

1. 2012 Budget

The County is on the verge of closing the 2012 budget. In addition to membership dues we received grant reimbursement checks, one of which is the long awaited \$14,266 check from Homeland Security for aerial imagery. All of the grant reimbursement checks help to erase the negative balance in the Coalition reserve account.

A small adjustment was made by the County for personnel expenses (personal services budget line).

Some money from the 2012 budget was encumbered. In particular \$1,853 for miscellaneous equipment and a second encumbrance of \$34,250 for various services (fees for service line). Both describe grant expenses to be incurred in 2013 or 2014 to be reimbursed with NYSDEC grant money.

The DGS (Dept of General Services) charge of \$8,000 represents the County in-kind contribution to the Coalition for 2012. Nancy pointed out that while the County In-Kind/DGS charge is usually budgeted at \$8,000, sometimes that amount is changed by the County as a quick way to balance our budget. This is usually a consequence of fringe related expenses undergoing some adjustments from the start of the budgeting process in June, to the adoption of the budget in October.

[Nancy note to help explain] So if our earlier fringe estimates are too high, the County lowers the amount included in the DGS Charge line. This way our budget remains balanced without affecting any of the other budget line amounts adopted by the Board.

When calculating the Coalition reserve, which takes place after the books are closed, that DGS expenditure needs to be matched by the Local Share contribution. This way the DGS expenditure of \$8,000 is matched by Local Share/In Kind add back of \$8,000 with no effect on the overall reserve balance. The year-end budget report includes the DGS charge; the comptroller reserve accounting describes the local share contribution and both need to be watched carefully.

Under miscellaneous contractual, \$5,618 is available, an amount mentioned by Nancy at a previous Board meeting and in need of an explanation. When the Town of Guilderland re-joined the Coalition, some of that \$10,000 membership fee went to pay for Patty's salary, while the rest (\$5,618) went to the Miscellaneous Contractual line to be rolled into the reserve account at year end.

The fringe lines (state retirement, social security, and hospital medical insurance) represent employee benefits for Nancy, Christina and Patty. Only Christina takes health insurance, all three pay into the pension plan and social security. The listed YTD Actual of \$19,420 for hospital and medical is high due to an unresolved issue with the way the County charges for health insurance.

Instead of charging for Christina's actual costs as a single person, which is about \$8,219, the County charges back based on a County-wide formula such

that the total health insurance cost is divided by the number of employees and that per employee cost is charged back to each Department.

When submitting the most recent voucher to NYSDEC, Nancy used the actual cost of health insurance for a single person (\$8,219). That amount in combination with other fringe costs is about ~45% of base salary, a routine reimbursement percentage and one likely to be approved by NYSDEC.

The current discrepancy between the real cost of insurance for which the Coalition will be reimbursed (\$8219) and the actual cost of health insurance now recorded in our 2012 budget (\$19,420) creates problems. The Coalition can not make up the difference, so now what? Sean and Nancy will be discussing the problem with the County.

Nancy explained that the money used to pay Barton and Loguidice for their Green Infrastructure Model Local Law services will draw from money encumbered in the Fees for Services line.

## 2. 2013 Budget

Member municipalities submitted all dues. While the budget report shows an anticipated \$8,000 more in membership dues, this is actually the in-kind portion of the County dues.

There is \$15,000 budgeted for the Tech/Administrator position (GIS Tech/Christina-grant funded), of which ~\$5,768 has been spent. In the Temp Help line (Student Intern-Patty), there is \$17,030 budgeted, of which \$2791 has been spent. Patty is currently working 20 hours/week. We have yet to spend any of the \$1400 budgeted for publications, but that may change as municipalities better define their educational objectives and related measurable goals.

The computer supply line covers ESRI software maintenance fees for the Albany Internet Mapping System and desktop ESRI licenses. The miscellaneous contractual line includes all of the current maintenance contracts, in particular \$8,000 (Fountains Spatial for AIMS); \$3917 (CBI for MS4 Web); \$1,000 (Gramercy/Meticulosity for Coalition website); and \$1,000 (Albany County Sewer District for ORI Kit materials). Of these, checks have been processed for Fountains Spatial and the Albany County Sewer District. Bills for Meticulosity and CBI are due in the fall.

To help figure out how and why the County Coalition reserve numbers don't match the Coalition's calculation of the reserve, Nancy practiced some forensic accounting. Using budget report documents available from the County; her own record of grant expenditures and reimbursements; and in-kind or local share amounts described verbally and recorded in budget reports,

she provided a spreadsheet which tracked the reserve balance in total; the reserve balance associated with membership funds only; and the reserve balance associated with grant funds only.

By the end of 2011, the total reserve balance was negative (-\$57,787); the membership funded balance positive (+\$9,614), and the grant funded balance negative (-\$68,787). There was also a standing error due to the inaccurate recording of the local share amount in 2010 (\$8,000), which should have matched the DGS Charge of \$6775, but wasn't. This resulted in \$1225 discrepancy.

Erik averred the County should reconcile this difference with the Coalition and Sean agreed.

Given the positive balance in the Coalition reserve account as tracked based on membership fees (+\$9,614), Nancy asked if the Coalition would consider keeping Christina on staff at least 2-3 months to complete the work on the Patroon and Krumkill Creeks. She is knowledgeable and it would be easier to complete the work now than to restart at a later date. Sean explained that the Coalition has money in our reserve, but doesn't have money in our current budget. Therefore the Coalition would need to request a legislative act to move the money from the reserve to usable cash.

### 3. NYSDEC Grant

A voucher was submitted for \$30,402.

### 4. Staffing

With help from County Civil Service, Nancy created a specification sheet describing job requirements for hiring Christina beyond the internship. However State Civil Service rejected the description and asked for more specific work related to GIS.

Patty is finishing her thesis this summer and may need to move. Christina applied for similar, grant funded storm system mapping work in Saratoga County.

5. The contact list was updated to reflect changes in municipal representatives. Board members offered amendments to phone numbers and titles which the next list will reflect.

## B. SWMP Highlights

1. The Menands audit showed that DEC wants more education, public programs and specifics about what the municipality is doing to meet the

minimum control measures and related best management practices. The Coalition is providing public programs. In fact 17 people attended the last Center for Watershed Protection webcast.

2. Annual Report meetings start on 3.21.13. Nancy will meet with relevant staff, providing for them Coalition data to include in individual Annual Reports, to be compiled into a Joint Annual Report.
3. The SWMP is posted on the Coalition webpage.
4. Webmapper/AIMs update now reflects floodplain maps and tax parcel IDs. Money is available for work in 2013.
5. As part of the storm system mapping work, Fountains Spatial is developing a technique which delineates storm sewershed boundaries based on mapped infrastructure and LiDAR elevation data. This technique will be used for the three priority watersheds.
6. GI Local Law revisions - Nadine from Barton and Loguidice is finalizing the deliverable. She will provide a presentation as well as the model local law which should be circulated to municipal boards, planning boards, and elected officials. Municipalities will have to report what they intend to do with the document and ideas.
7. Municipal training, in particular the GI Tour will take place by August or September of 2013.

### III. Discussion

#### A. Coalition Work Plan and Budget

Erik commented that the Coalitions highest priorities should match those in the SWMP. All agreed that the Coalition Work Plan format should match the SWMP.

#### B. MS4 Permit Implementation

1. Nancy drafted an organizational chart that lists municipalities, SW coordinators, Nancy's Office, Board of Directors, and the Working Group. Members suggested the Working Group performs most of the work and should be placed at the top. Nancy created the document to illustrate accountability and clarify roles. She will clean up the chart based on comments garnered during the meeting.
2. 2014 Budget – Nancy has been thinking about the 2014 budget and impending staff changes. In doing so she documented the Coalition's past five years of progress and had some observations. Grant money provided a boost to various initiatives, such as AIMs GIS, CBI and staffing for storm system mapping. However, now

the challenge is sustaining those initiatives and addressing related staffing needs. Nancy worries that system mapping will go unfinished and believes that for some MS4s expanded Coalition staffing would enable them to implement SWMP objectives such as ORI testing, mapping, data entry, etc. Nancy suggested that municipalities who intend to rely on the extra help, as an added Coalition function, could contribute to salaries for that purpose.

Although the municipalities can't necessarily afford paying higher dues, it would be less expensive to pay extra for a shared Coalition employee than to pay full salary for additional municipal staff. Sean would like to see one part timer, since a full time employee costs an additional \$20,000 in benefits. He also questions whether there would be enough work for a full-time employee.

Dave Dressel needs additional support both in the field and in the office. Thomas Dolin suggested figuring out the salary first, then working back from that the cost per municipality and the work the employee would perform. Christina would be an ideal candidate if the Coalition can persuade her as she could complete system mapping work on Patroon Creek, Vly and the Krumkill. These affect several municipalities.

Erik moved to amend the budget through a request for legislative act in order to continue paying staff related to the storm system mapping project. Thomas seconded the motion which passed unanimously. Sean suggested e-mailing the Board of Directors the budget figures.

C. Village of Altamont is now a designated MS4 and may be interested in joining the Coalition.

#### IV. Close of Meeting

Erik moved to adjourn at 10:20am. Garry seconded the motion which passed unanimously.

#### Next Board Meeting

Friday June 14, 2013, Village of Green Island, 19 George Street 8:30am to 10:00am

*These minutes were approved at the June 6, 2013 Emergency Board Meeting at the Village of Green Island, 10:15am to 12:00 pm, 19 George Street.*