

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

**Minutes  
Friday June 20, 2014  
Village of Green Island  
19 George Street  
8:00 – 9:30 AM**

**Board of Directors Attending:**

Dennis Feeney, Albany County  
Maryella Davenport, City of Albany (Board Alternate)  
Erik Deyoe, Town of Bethlehem  
Garry Nathan, City of Cohoes (Board Alternate)  
John Dzialo, Town of Colonie  
Sean Ward, Village of Green Island, Chairman  
Paul Reuss, Village of Menands  
Dave Dressel, City of Watervliet  
Carl Fleshman, Village of Colonie  
Les Decker, Village of Colonie (Board Alternate)  
Ken D’Arpino, Town of Guilderland  
Thomas Dolin, Town of New Scotland

**Board of Directors Absent:**

Jeff Moller, Village of Altamont  
Joe Coffey, City of Albany

**Also Present:**

Nancy Heinzen, Stormwater Coalition Coordinator  
Frank Fazio, University at Albany-SUNY (Working Group Representative)  
Scott Siegel, Albany County, County Executive, Policy Analyst  
Emma Rocco, City of Cohoes, Student Intern (meeting minutes)

I. Approval of March 21, 2014 Minutes

Garry Nathan moved to approve the minutes. John Dzialo seconded the motion, which passed unanimously.

II. Reports

a. Coalition Administration

i. 2013 Budget

Nancy reviewed the 2015 reserve calculation, which is now posting a positive reserve of \$15,096.49. The Coalition received a final grant reimbursement from NYSDEC for \$56,399. The grant is now closed out.

ii. 2014 Budget

Revenue member dues have all been paid to the Coalition. The Stormwater Reserve Replenish amount of \$22,896 is to be paid to the Coalition by Albany County. This represents corrections to the reserve over many years and will be available to the Coalition when the 2014 budget is closed out in 2015, usually around April. The Conference and Training year to date expenditure of \$670 represents payment to the Center for Watershed Protection for their webcast series. Print Oder Forms from members have just been received. Once the orders are filled, the Coalition will need to restock some items for an estimated cost of ~ \$1,300. There is money in the Printing and Advertising line to cover this expense, along with funds totaling \$308.49 encumbered from the 2013 budget. Equipment Repair and Rental represents copier lease expenses shared with the Office of Natural Resources (Laura De Gaetano). The remaining copier lease money will go to paying overage expenses. Hospital and Medical Insurance is correctly calculated and goes toward paying staff health insurance. To replace the AIMS server \$1,600 was encumbered from 2013.

Dennis moved to accept the 2014 budget. Dave seconded the motion, which passed unanimously.

b. Staffing Update

- i. County Resolution 225 Amending the 2014 Stormwater Coalition of Albany County Budget: Salary Adjustments for Two Positions
  1. Board previously approved by e-mail vote the movement of money from the Stormwater Program Technician (aka Tech/Admin Asst-GIS/GPS) budget line to a Temporary Help line to hire staff for the summer as well as a 2% pay increase for the Stormwater Coalition Coordinator. It has been approved by the county legislature. Garry moved to officially ratify this decision; John seconded the motion, which passed unanimously.

c. Buckingham Pond

- i. Previously, the Board approved by e-mail vote a letter on behalf of the Buckingham Pond Conservancy to support their grant application. Maryella moved to ratify this decision; Paul seconded the motion, which passed unanimously.

d. Audits

- i. Town of Colonie has submitted final paper work to EPA regarding mandated audit submissions, one of which includes 39

facility self-audits due June 1<sup>st</sup>. 266 ORIs are due in March, 2015. [NH note: "ORI" is shorthand for the submission of an outfall reconnaissance inventory data sheet which describes dry weather outfall conditions. The purpose is to document evidence of stormwater pollution and the data is used to help track the source of pollution.] The Town must still also submit quarterly reports.

- ii. City of Albany received an EPA audit letter in April 2014 and the audit took place for three days in June. They have three months to complete given tasks before potentially receiving a consent order. The consent order could contain permit violations that must be rectified within a prescribed time frame otherwise EPA could take legal action and impose fines. The final EPA letter will contain two elements; permit violations, which could result in fines, and recommendations, which reflect observations of the auditor regarding stormwater program initiatives that make sense for the future based on what they've learned about the municipality. During the audit the EPA became aware of the complexity of the City of Albany's permit. The city is divided into two MS4 sections with a CSO section between them. Additionally, the permit area for the city is adjacent to many government agencies, which have separate MS4 permits (NYSOGS Harrimen Campus; NYDOT I-90, I-787, & Route 32; NYS Thruway Authority I-87; NYS Dept of Correction Services). Similarly the City is adjacent to several other MS4/municipalities (Town of Colonie, Village of Menands, Town of Guilderland, Town of Bethlehem, and University at Albany-Uptown). EPA strongly urged the City of Albany to enter into inter-municipal agreements with all boundary communities.
- iii. The City of Cohoes will be audited on July 16<sup>th</sup> by NYSDEC. Several Coalition members have yet to be audited by either NYSDEC or EPA. They are the Village of Green Island, Village of Colonie, City of Watervliet, Albany County, and the University at Albany-SUNY (Uptown Campus).

e. Work Plan

i. School Programs

- 1. Coalition staff (Nancy and Christina) presented the Getting to Know the Stream Next Door program to 12 groups of students from three City of Albany elementary schools. The presentations took place over 3 days at the Normanskill Farm which is next to the Normanskill Creek and was part of a larger program organized by Cornell Cooperative Extension Albany County.

- ii. SWMP (Storm Water Management Program) Plan
  - 1. To help prepare the 2014 MS4 Permit Joint Annual Report, Nancy met with all Coalition members. She discussed shared data and reviewed with Coalition members measurable goals itemized in the SWMP. EPA auditors read the SWMP document and Annual Report; therefore municipalities need to match measurable goals included in the SWMP with goals named in the Annual Report. Annual Reports need to be accurate and timely, therefore, municipalities may need to add, remove, or update measurable goals.
  
- iii. Dry Weather Survey (ORI)
  - 1. Coalition has been working with the Town of Colonie to help facilitate the use of MS4 Web Manager “CBI”. Coalition staff also completed ORIs for the Village of Menands. According to EPA, all MS4s should have completed the first cycle of ORIs by April 30, 2013 and they should plan on completing the second cycle by April 30, 2018. [NH note: This is based on wording from MS4 Permit GP-0-08-002 and MS4 Permit GP-0-10-002]. Given the April 30, 2013 deadline and confusion regarding two MS4 Permits with overlapping ORI related due dates, municipalities need to take a close look at the status ORI within their MS4. ORI progress is noted carefully by auditors.
  
- iv. Inventory of Municipal Facility Self-Audits
  - 1. Coalition staff, Nancy and Christina, have been working with Dave Dressel from the City of Watervliet on facility self-audits. Current audit forms are undergoing some editing.
  
- v. Staff Training and Procedures
  - 1. There was a “Procedures” training on June 17<sup>th</sup> with DEC at Town of New Scotland. Organizational charts were reviewed and corrected and existing procedures discussed, with DEC pointing out strengths and weaknesses of procedures written to date by MS4s.
  
  - 2. A Facility Self-Audit training is scheduled for June 24<sup>th</sup> at the Village of Green Island, DPW Facility, also with DEC staff.

- vi. Stormwater Coalition Management
  - 1. The 2015 Statement of Intent Form, which puts on record member commitment for next year at the fee amount approved by the Board, will be sent shortly. A second level of review will take place at the September Board Meeting, with the final Coalition budget to be included in the 2015 County budget.

- f. June 11<sup>th</sup> Rockefeller Institute Presentation
  - i. During a panel discussion Nancy was able to articulate knowledge of stormwater infrastructure and point out that separated stormwater infrastructure is different from wastewater and combined infrastructure. She spoke about SPDES permits associated with each type of infrastructure and mentioned that green infrastructure requirements are now associated with a variety of SPDES permits.

### III. Discussion

- a. Proposed 2015 Coalition Work Plan and Budget
  - i. 2015 Revised Accrued Vacation Budget
    - 1. The accrued vacation calculation has been changed and the budget for accrued vacation has decreased by approximately \$2,700. Nancy explained that she will be discussing this revised 2015 budget, not the one distributed in the Board meeting packet.
  - ii. Survey Info Column
    - 1. Each municipality agreed to pay the same amount as last year. The sum of these payments totals \$184,629.00 whereas the budget for 2015 will need to be \$187,000.35. This gap is a result of the pay increase received by the Stormwater Coalition Coordinator as well as an anticipated 2015 County pay increase of 0.5% for all employees. To close this gap, the chairman suggested several options: 1) Coalition cuts expenses; 2) add these pay increases to membership fee, or 3) go into reserves. Budget cuts that have already been made, other than money already encumbered, includes money to replace the AIMS server. Also, should the color printer break there is no money to replace it. Garry mentioned that the City of Cohoes has approved \$1,200 for extra help from the Coalition. Perhaps this sum could relieve a portion of the gap. The total funding gap is \$2,371. To make up the difference, if each municipality contributed more money, this would result in a variable membership increase, no greater than ~\$500.

2. Discussion took place about accrued vacation liability. Money in reserves could be used to cover this liability or the amount currently budgeted reduced to better reflect the likelihood of needing these funds in the future. There are, however, legal requirements which need to be considered. With such a small staff it is possible for one or more employees to leave within the next year, and that liability would need to be addressed.

iii. Key 2015 Budget Items

1. Reserve

- a. A portion of the reserve could be allocated to the accrued vacation liability potential cost. However, these funds would have to be appropriated each year due to the overall increase in salaries and this would not be an answer in the long term.

2. GIS Expenses

- a. Annual GIS expenses cover the cost of two ESRI Desktop Maintenance Licenses (\$830). These licenses enable Stormwater Coalition employees to map storm systems and outfalls by converting GPS unit points into GIS, as well as to create data layers for AIMS.
- b. \$2,000 has been budgeted for the ArcGIS Server Maintenance License and \$8,000 has been allocated to Fountains Spatial for hosting and maintenance of AIMS.
- c. To replace the AIMS server and configure the new server, the cost according to Fountains Spatial could range between \$3,500 as a low estimate and \$6,500 as a high estimate. This estimate is based on a June, 2013 conversation. However, \$1,600 to replace the server has been encumbered from 2013 bringing the low estimate to \$1,900 and the high estimate to \$4,900. The reserve could be used to make up the difference.
- d. Before spending this money, there's a need to evaluate AIMS. Is AIMS the best system for the Coalition communities? Before investing in the new server, options need to be explored. GIS technology has changed considerable since 2009 when AIMS was first developed.

3. Garry moved to pass the Proposed 2015 budget as presented, Paul seconded the motion, which passed unanimously.

iv. 2015 Work Plan

1. Content of Work Plan and SWMP Plan Elements

- a. The Intermunicipal Agreement refers to Coalition Functions and these Functions are now matched to Work Plan Tasks. Tasks are either categorized as “Basic” and available to all Coalition members or “Additional” and available to those members who purchase additional points.
- b. Comment sections include ideas for future goals.
- c. Revised measurable goals, which reflect the current annual report, include WAVE (pg. 4), IDDE (pg. 6), the need for procedures (pgs. 7, 8, 9), Facility Self-Audits (pg. 6), and updating the current Stormwater Coalition inter-municipal agreements which expires Decembere 31, 2015 (pg. 12).
- d. The priorities in this work plan are completing the procedures support work and ensuring that Coalition staff time is spread evenly and fairly between the communities.
- e. Maryella moved to pass the 2015 work plan; John seconded the motion, which passed unanimously.

- b. Coalition of Coalitions Activities – Informal

- i. Nancy explained the April 2, 2014 Agenda for the Meeting of Update New York MS4 Stormwater Groups and described the survey filled out by all participants who participated. She encouraged Board members to read the survey responses as they shed light on how other MS4 Groups or Coalitions are structured and funded. The answers also show case various issues facing these collaborative groups and point out various ways shared problems have been solved elsewhere. Few of the MS4s included in these surveys have been audited by EPA or DEC and partner organizations such as SWCD, CCE, and Regional Planning Commissions play varying roles. This collection of coalitions represents nearly 175 MS4s. Mary, John, and Nancy participated in the April 2 meeting and felt that by staying involved with this “Coalition of Coalitions”, we would benefit from a number of

resources and support. Plus a unified front of municipalities could create a more uniform set of checks and balances and allow municipalities to start having a voice in policy instead of dictation from DEC or EPA. [NH note: The “Coalitions of Coalitions” is currently ad hoc, informal, and interest driven.]

- ii. New MS4 Permit 4/30/2015
  - 1. Draft MS4 permit will be available for public comment before April 30<sup>th</sup>, 2015.

Next Board Meeting is September 19<sup>th</sup>, in Green Island at 8:30 am.

Garry made a motion to adjourn the meeting, which was seconded by Sean and passed unanimously by Board Members.

*These minutes were approved at the September 19, 2014 Stormwater Coalition Board of Directors meeting.*