

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

**MINUTES**

**Friday, September 16, 2016**

**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  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Board Alternate)  
John Dzialo, Town of Colonie, Chairman  
Randy Rivera, Village of Colonie  
Sean Ward, Village of Green Island  
Peter Barber, Town of Guilderland  
Doug LaGrange, Town of New Scotland  
Frank Fazio, University at Albany-SUNY

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

Scott Seigel, Albany County

**Also Present:**

Ken D'Arpino, Town of Guilderland  
Nancy Heinzen, Stormwater Coalition Program Coordinator, Coalition  
Christina Chiappetta, Stormwater Program Technician, Coalition (meeting minutes)

**Absent:**

Paul Reuss, Village of Menands  
David Dressel, City of Watervliet

**I. Approval of June 17, 2016 Minutes**

Sean Ward moved to approve the June 17, 2016 Board Meeting minutes which was seconded by Garry Nathan and passed unanimously.

**II. Reports**

**A. Coalition Administration**

**1. 2016 Budget Report & County Resolution 317**

The County Legislature authorized the County Executive to accept the grant award, sign the grant contract with NYSDEC and amend the 2016 Coalition budget accordingly (Resolution 317). Of the \$486,720 in grant funds, \$233,220, has been allocated to the revenue line MS4 Mapping Project. There are four grant expenditures lines; allocated as follows; \$34,562 to Miscellaneous Equipment, \$23,808 to Office Supplies, \$3,730 to Travel Mileage Freight, and \$171,120 to Fees for Services. For this budget report, these grant expenses are now blended into the pre-existing budget lines funded with dues.

The remaining grant funds (\$253,500) beginning in 2017 will go towards staff salaries budgeted over two years for the Stormwater Program Technician Assistant positions and 2 ½ years as enhanced pay for the Stormwater Program Technician (Christina Chiappetta).

Of the dues funded expenses, although not budgeted, the Coalition was billed \$28.96 for Telephone services. This should be an in-kind service from the County. Follow-up is needed. If necessary funds can be moved from Office Supplies to cover this expense. \$63.99 has been spent from Travel to reimburse Christina. There is \$8228.49 available in the Miscellaneous Contractual Expenses line. This is for anticipated training expenses related to the new stormwater mapper and Coalition website services. Of the \$25,000 encumbered for the mapper, we have yet to be billed for VHB design work.

The CBI MS4 Web application was deactivated from our server located at the now former Fountains Spatial and we now access select modules of the application via the CBI server. This is all paid out of the Miscellaneous Contractual line with no change in cost. That bill has been paid.

Of the grant funded expenses, the Office Supplies and Miscellaneous Equipment lines will be spent down to cover costs related to work stations for the two new hires (computers, software, printers). The goal is to be set up as close to the beginning of January as possible. The grant contract includes funds to support the digitization of historic map records from the City of Albany (Krumkill and Patroon). Depending on the status of those projects, funds are now available in the Fees for Services line to cover those costs.

## **2. 2017 Budget (2017 Statement of Intent Decisions; Dues & Points; Fringe)**

Everyone who is listed under the 2017 budget has renewed their membership for 2017.

There is \$1,600 budgeted in the Computer Equipment line to cover the cost of a computer provided to the Coalition by the Count when Christina's computer crashed after our move in April, 2016.

To address the issue of an inflated health insurance expense noted in the closed out 2015 budget, there is \$15,493 budgeted in the stormwater reserve replenish line. This is the only expense for 2017 not covered by either member dues or grant funds, consequently total revenue less total expenses results in a negative balance of \$15,493. These funds will roll into the County Share for 2017 and will later appear in the Coalition reserve calculation as an add-back to our reserve available to the Coalition once the 2017 budget is closed out (spring, 2018).

The reserve balance is \$62,126, of this \$18,537 needs to be held back to cover accrued vacation expenses, with \$43,489 available as needed for the Coalition.

Sean Ward made a motion to approve the 2017 budget as amended from a previous version presented at the June Board meeting. This was seconded by Garry Nathan and passed unanimously.

### **3. 2017 Meeting Schedule**

The meeting schedule was reviewed.

### **4. Letter of Support (Five Rivers Limited Hudson Estuary Program Grant)**

Nancy Heinzen wrote a letter of support to Five Rivers Limited for their Stream Program proposal submitted to the Hudson River Estuary Program.

### **5. Staff Recognition**

Christina Chiappeta was recognized for being employed by the Coalition for seven years.

## **B. Stormwater Permits**

### **1. MS4 Renewal Permit WMAC Sub-Committee Report(s)**

There have been on-going sessions about the MS4 permit renewal. Sub-Committee participants, generally representatives from Coalition-type MS4 organizations have been responding to various MS4 Permit concepts proposed by DEC. The intent is to make the MS4 Permit prescriptive, but that which is prescribed needs to be something the MS4s can implement. The meetings have focused on areas of interest defined somewhat by the group, but generally defined by DEC. Environmental organizations participate in these sessions as well.

Forms created by our Coalition and others have been referenced by DEC during these discussions. Forms are likely to be included with the renewed permit.

The draft renewal MS4 permit will be out by November 1, 2016.

### **2. DEC Maintenance Guidance-SW Mgmt Practices (DRAFT Technical Standard)**

The DEC has come out with a draft document describing how to inspect and maintain various SW Management Practices. This is timely, as the document references inspection forms which we might be able to use rather than create on our own as is currently required in the grant.

## **C. NYSDEC WQIP Rnd 12 Grant (REDC) (\$486,720; #C00081GG)**

### **1. Executed "Albany County MS4 Mapping Project" Contract (Distribution)**

Nancy distributed the grant contract and reviewed its overall organization and content. As an example, she explained how the budget line Consulting Services relates to Objective 15 of the grant work plan.

She explained various itemized contractual services, pointing out two projects which will need some guidance from Coalition members, the impervious cover digitization and the creation of GIS based inspection forms primarily for outfalls and post construction practices.

The University at Albany projects (Objective 9-Septic Systems, 10-GI Assets, 13-Soil Boring Data, 16-Erie Canal), also listed as a contractual services, do not directly impact municipalities, but there might be room for collaboration for interested municipalities. Eventually there will be professors/interns working on these Objectives.

It was mentioned that municipalities involved with the CSO LTCP are already moving on an impervious cover project and developing technical information related to GI practices in highly urbanized areas. There might be some overlap with those projects and the consultant service contracts described earlier. Those involved with these CSO LTCP project might want to be included in some of the Coalition projects to ensure it fits their needs.

## **2. Progress Update - Immediate Tasks**

There is a draft job description that has been revised to include a third option under minimum qualifications (different education and years of experience).

### **D. Coalition Work Plan (2016) & SWMPv3 Plan BMPs**

#### **1. Highlights-Coalition Staff /Joint MS4 Activities**

**BMP 1-4 Publications (Doorhanger)**

Working on updating this publication.

**BMP 2-11 WAVE (Sites; Volunteers; Guild HS, T-Notes, Facebook)**

Four sites were completed this year. One volunteer is interested in creating a Facebook page so the WAVE pictures can be posted.

**BMP 3-2 Coalition Web Mapper (SwIM Update)**

The web mapper will be presented to the working group on September 22, 2016. The plan is to give the municipalities a username/password so everyone can look at the web mapper and provide feedback. The web mapper will move to County IT for hosting.

**MCM 8 Train'g: 2 CWP Webcasts; GI Program Template**

#### **2. Individual Member Points-Update & Questions**

**Albany County-ORI/SSM**

We have done ORI and storm system mapping.

**C/WVliet-Proc**

Nancy and Dave worked on writing procedures.

**V/Menands-BMPs Muni Fac/ORI/Proc**

Christina is working on completing BMPs after the facility audits and ORI, and Nancy has been working with Paul on procedures.

**City of Albany-ORI Training/RADIX Signage/Planning Bd Presentation**

Christina completed an ORI training, Nancy is working on Radix signage with Neil and will be presenting a program titled, Clean Water Act Basics to the Planning Board.

### **T/New Scotland-Map'gSwMgmtPractices**

Nothing has been done yet, but will ramp up in the next couple months.

### **III. Discussion**

#### **A. Taking Stock? The Next IMA...**

May 1, 2017- New MS4 Permit

Dec. 31, 2017-End of Coalition IMA

April 30, 2020- Grant Contract Ends

Nancy asked the group if anyone is interested in discussing what is and is not working for the Coalition, what is the status of the Coalition, and where the Coalition going in the years to come. Essentially, commit to a time to revisit our efforts and look at what we want focus.

Joe Coffey thinks that it is a good idea to use an opportunity like this to vision and strategize.

Sean Ward believes that something like this might better fit the work plan process.

Nancy is going to frame up a discussion for a working group meeting and invite Board members to attend.

A motion to adjourn made by John Dzialo and seconded by Sean Ward which passed unanimously.

**NEXT BOARD MEETING: Friday, January 20, 2017, 8:30am – 10:00am, Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd**

*The minutes were approved by the Coalition Board of Directors at their January 20, 2017 meeting.*