

*Stormwater Coalition of Albany County  
Board of Directors*

**MINUTES**

**Friday, June 16, 2017**

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

**8:30 am to 10:25 am**

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**Board of Directors Attending:**

Dennis Feeney, Albany County  
Joseph Coffey, City of Albany  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Meeting Notes)  
John Dzialo, Town of Colonie, Chairman  
Peter Barber, Town of Guilderland  
Sean Ward, Village of Green Island  
Paul Reuss, Village of Menands  
Doug LaGrange, Town of New Scotland  
David Dressel, City of Watervliet  
Frank Fazio, University at Albany-SUNY

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

Lucas Rogers, Albany County

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Coordinator

**Absent:**

Randy Rivera, Village of Colonie

**I. Approval of March 17, 2017 Minutes**

A motion to approve the March 17, 2017 Board Meeting minutes was made by Doug LaGrange which was seconded by Sean Ward and passed unanimously.

**II. Reports**

**A. Coalition Administration**

**1. Visioning Session – 3/17/2017**

Nancy Heinzen provided a brief description of what happened at the Visioning Session. Most liked the chance to talk informally about the strengths and weaknesses of the Coalition. While less time was spent discussing the future of the Coalition, there was interest in continuing with that topic at some other time.

## **2. 2016 Budget Report/Reserve/Encumbrances**

Using a spreadsheet, Nancy Heinzen explained the 2016 reserve balance of -\$42,027.10, pointing out that if tracking just member dues, the balance is \$69,512.30. If tracking just grant money, the balance is -\$111,539.40. However, until the reserve balance in total is positive, reserve funds are unavailable to the Coalition.

Much of the reserve is tied up in encumbered grant funds (\$121,680); some of which will be spent in 2017; some in 2018 or 2019. Using the grant contract budget, Nancy Heinzen explained which encumbered grant funds are likely to be spent in 2017 or 2018 for what purpose. It is possible to re-budget the encumbered funds. This helps to adjust the reserve from negative to positive.

She explained various grant budget lines related to the five UAlbany student interns who will start work on the four mapping projects beginning Fall, 2017; ending Spring semester, 2018. Nancy Heinzen is buying computers and ESRI software now so that their work stations are ready by the end of August, 2017.

## **3. 2017 Budget Report**

Nancy Heinzen explained that Christina Chiappetta resigned from the Coalition which impacts not only her salary and fringe lines, but also how well Coalition staff can provide “point” services for 2017 and implement grant deliverables.

Her salary also included a separate Enhanced Pay line of \$3000 for supervisory responsibilities related to training and supporting Coalition field mapping staff (Tim Koch and Joseph Cleveland). The Board discussed how to reallocate those funds, no decision.

## **4. Payroll Issues and Decision**

Tim Koch and Joseph Cleveland started on February 3, 2017 and since then there have been various payroll issues related to accrued sick and personal time.

A closer look revealed two problems: 1) they were paid for a 35 hour week (hrly rate of \$21.97), but worked 40 hrs week (hrly rate of \$19.23) which meant they were paid too much for ~13 weeks and in theory owed that money back to the Coalition; and 2) that their actual work hours given confusion regarding paid vs unpaid lunch hours arguably meant that they worked overtime.

County Human Resources and payroll staff discussed the issue with Nancy Heinzen and all agreed to fix both problems at the same time by standardizing the Coalition work day for all employees to that of Christina and Nancy’s 35 hr work week, ½ hr unpaid lunch at the 35 hour week hourly rate and to compare what the actual expenditure to date should be vs what was actually spent on payroll.

The County agreed to absorb any accidental overpayments by the Coalition, recognizing that the Coalition budget for these positions is set at \$40,000.

## **5. Point Policy (1/16/2015 Board Meeting)**

Nancy Heinzen reviewed the Point Policy mentioning that if a municipality paid for points they need to use the staff time within the fiscal year. The point policy does not address the current scenario which is what happens when Coalition staff resign and the Coalition can't meet their point commitments. Not clear; that is the scenario with Christina's resignation.

## **B. NYSDEC WQIP Rnd 12 Grant (REDC)** (\$486,720; Report Template-Obj/Tsks/Performance Measures)

### **1. Purchases**

Nancy Heinzen reviewed grant purchases (payroll; computers and mapping software for UAlbany interns).

### **2. Mapping Progress Report (Storm/CSO/Outfalls/PCSMPS/Facilities)**

Nancy Heinzen reviewed Mapping Progress Report maps prepared by Coalition staff. To date mapping has been completed in the Village of Colonie and is ongoing in the Town of Guilderland, Albany County, City of Watervliet, and City of Cohoes.

Coalition and municipal staff are aggressively mapping not only storm system infrastructure, but also CSO infrastructure with the goal of having data layers ready for Asset Management Plans to be completed by CHA for the City of Cohoes; Village of Green Island; and City of Watervliet.

### **3. SwIM**

The Coalition Stormwater Mapper is adequate, but not perfect. Completed map layers need to be posted.

### **4. UAlbany Student Intern Contract; Recruitment; Project Research**

Contract is finalized. Five students have been recruited, all said yes. This will involve a significant amount of Coalition staff time for two semesters, starting Fall, 2017; ending Spring 2018.

### **5. Other Contracts**

No change. These are contracts for consultant services (Forms and Impervious). City of Albany mapping digitization ongoing. Will need to pay for that.

### **6. Quarterly Reports – Narrative and MWBE**

Filed on time. Quarterly reporting period ends June 30, will need to write and file those.

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

### **1. NYSDEC Audits – V/Green Island (5/24/2017); Albany County Audit (2/2/2017)**

Both went well.

### **2. Joint Annual Report 2017 & SWMPv5**

AR filed on time; SWMPv5 updated to include goals for 2018. Still need to post FINAL AR on Coalition website.

### **3. DRAFT MS4 Permit Updates (GP-0-17-002)**

Nancy Heinzen reached out to DEC to find out the status of the DRAFT Permit. It is all in flux; no direct answers regarding substance of changes or dates. Staff are reviewing all comments and editing the DRAFT permit as they go along.

## **D. Coalition Work Plan/SWMPv4 Plan BMPs/Goals – End 3/9/2017**

### **1. Coalition Staff /Member Activities**

**2017:** BMP 2-11 WAVE; MCM 8 Training (SWT Courses); 6/21 Urban Trees CWP Webcast

### **2. Member Point Work – 2017**

**Albany-**Mapping; **C/WVliet-**Minimal work on municipal facilities; **V/Menands-**Procedures; **T/Beth-**None; **T/New Scotland-**None

## **III. Discussion**

### **A. Proposed Inter-Municipal Agreement (2018 to 2017)**

Nancy Heinzen mentioned that Lucas Rogers from the County Executive's office set up a meeting with various County staff to review the Coalition agreement. John Dzialo participated as did the Director of Operations; County Law Department; Commissioner of DPW; Management and Budget; and County Stormwater Program Technician.

The County Law Department did a thorough review of the agreement and added definitions for clarity. Their help was timely and useful. The version "cleaned up" by the County (definitions) and reviewed by Nancy Heinzen and John Dzialo was sent out in the Board packet.

Nancy Heinzen recommended to the Board one change to clarify an in-kind service from the County to read County fleet.

Paul Reuss made a motion to accept the agreement, which was seconded by Frank Fazio. Sean Ward was not present. The motion passed unanimously.

Nancy Heinzen explained that she would send out the approved agreement by email to Board members with directions and due dates.

### **B. Proposed 2018 Coalition Work Plan**

Nancy Heinzen reviewed the work plan format pointing out that it's a prioritized list of all the Basic Services named in the Coalition agreement. It includes a rough time line describing when activities would take place throughout the year.

Joe Coffey made a motion to accept the 2018 Coalition Work Plan, which was seconded by Doug LaGrange. Sean Ward was not present. The motion passed unanimously.

### **C. Proposed 2018 Coalition Budget**

Nancy Heinzen explained that the Coalition budget included in the Board packet was developed prior to Christina announcing her resignation. With Christina's

departure there are various budget scenarios to consider. For now, the County needs a budget due June 30.

Paul Penman made a motion to submit to the County the 2018 budget included in the Board packet, with this budget serving as a placeholder budget. Sean Ward seconded the motion and the motion passed unanimously.

While Christina's resignation raises questions about our own ability to complete the grant work; DEC although flexible to a degree would like us to complete the grant work plan. Just how needs to be addressed, as does finalizing the 2018 budget which establishes the dues for 2018; staffing levels; and status of point work for Coalition members.

The Board agreed to meet again on July 14, 2017 at the Town of Colonie to discuss options and finalize the 2018 budget.

Nancy Heinzen is to prepare multiple budgets for consideration.

Sean Ward made a motion to adjourn the meeting, seconded by Frank Fazio. The motion passed unanimously.

**NEXT BOARD MEETING: Friday, July 14, 2017, 8:30am – 10:00am; T/Colonie, 347 Old Niskayuna Rd**

*These minutes were approved by the Coalition Board of Director's at the July 14, 2017 meeting.*