

*Stormwater Coalition of Albany County  
Board of Directors*

**MINUTES**

**Friday, September 15, 2017**

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

**8:30 am to 9:40 am**

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**Board of Directors Attending:**

Dennis Feeney, Albany County  
Lucas Rogers, Albany County (Host Liaison)  
Joseph Coffey, City of Albany  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Meeting Notes)  
John Dzialo, Town of Colonie (Chairperson)  
Ken d'Arpino, Town of Guilderland (Board alternate)  
Sean Ward, Village of Green Island  
Paul Reuss, Village of Menands  
Doug LaGrange, Town of New Scotland  
Frank Fazio, University at Albany-SUNY

**Also Present:**

Nancy Heinzen, Director, Stormwater Coalition  
Lindsey Miller, City of Cohoes, Intern

**Absent:**

Randy Rivera, Village of Colonie  
David Dressel, City of Watervliet

**I. Approval of July 14, 2017 Minutes**

A motion to approve the July 14, 2017 Board Meeting minutes was made by Frank Fazio, which was seconded by Paul Reuss and passed unanimously.

**II. Reports**

**A. Coalition Administration**

**1. 2017 Budget Report**

Nancy Heinzen reviewed highlights of the 2017 Budget Report.

Christina Chiappetta's last pay period was July 6, 2017 and there's \$20,007 remaining in that Tech/Admin Assist-GIS/GPS salary line. Tim Koch's last pay period was August 31, 2017 and he received extra pay to cover accrued vacation days (~5 days). The enhanced pay for Nancy Heinzen has yet to point to her pay check. Various grant expenditures were noted (ESRI software; travel reimbursements; plotter/scanner; tabloid color printer).

An accidental charge to our Miscellaneous Equipment line for Family Court supplies will be explained to the Comptroller's office for correction.

## **2. 2017 Points Payback and Enhanced Pay**

Nancy Heinzen explained the point dollar amount owed to various municipalities and member decisions regarding reimbursement. Albany County and the City of Watervliet are satisfied with the work completed to date; no reimbursement necessary. A few hours of point work remain for the Village of Menands, but otherwise the Village is satisfied; no reimbursement necessary.

\$4,869 and \$2,435 is owed the Town of Bethlehem and Town of New Scotland respectively. Claims forms have been prepared; reimbursement is forthcoming.

The County DPW Commissioner needs a letter from the Coalition explaining that the Enhanced Pay for Christina Chiappetta will now go to Nancy Heinzen. The Board reviewed a draft letter and suggested wording changes clarifying the start date and need to prorate the amount applied to Nancy's paycheck.

## **3. Status of Coalition IMA-MOU Signatures**

Nancy Heinzen needs signature pages from Albany County, Town of Bethlehem, Village of Green Island, Village of Menands, Town of New Scotland, and University at Albany – SUNY.

## **4. Status of 2018 Statement of Intent Signatures**

Nancy Heinzen needs Statement of Intent Forms from Albany County; City of Watervliet; and Town of Bethlehem.

## **5. Tim Koch Resignation 8/24/2017 (JC/NH Mtg; Others)**

Nancy Heinzen described her discussion with Joe Cleveland about Tim's resignation. Both Nancy and Joe acknowledged an immediate need to fill Tim's position, with Joe poised to train the new staff person.

Joe expressed some concerns about his salary for 2018 (\$45,000 40 hrs/week) in that the hourly rate is less than what he's earning now. To keep it the same, that \$45,000 should be \$45,714. Also, if he is responsible for training a new staff person, his salary should be more than the new hire.

To address Joe's concerns, Nancy Heinzen explained a possible revision to the 2018 budget; to increase Joe's salary to \$46,000 (Job Title: Coalition Stormwater Program Tech Asst) and decrease Tim's salary line (also Job Title: Coalition Stormwater Program Tech Asst) to \$44,000. This would have no effect on member dues agreed to at the last Board meeting (July 14, 2017). Doug LaGrange made a motion to revise the 2018 budget as described. Paul Penman seconded the motion and it passed unanimously.

**6. Stormwater Prog Tech Asst (Job Posting; Applications; Residency Waiver; Interviews)**

Nancy Heinzen reviewed the job posting for Tim’s position and described where it had been posted (GIS Clearinghouse; Indeed website; Albany County Jobs website; Coalition Board/Working Group/Colleagues email list). The County Office of Affirmative Action also distributed the posting.

As required by County Affirmative Action law, eligible and interested “Affirmative Action” candidates must be interviewed within 3 weeks from the time of posting. Once the “interview hold” is lifted candidates recruited in other ways can be interviewed by Coalition staff. The “hold” ended September 11.

To date 10 applications have been received; of these only 3 are Albany County residents. In case necessary, on behalf of the Coalition, Nancy asked for and received a waiver from the County Legislature to hire non-County residents. Two interviews with County residents will be set up next week, before Nancy leaves for vacation.

**7. SwIM Contract – VHB (2 years)**

The County Law Department has finalized the VHB contract. It will be sent to VHB next week for review and signature. It is a two-year contract for \$20,500; \$7,000 of that is from our 2017 budget, \$13,500 from 2018.

**8. 2018 Board Meeting Schedule (Proposed)**

Nancy Heinzen reviewed the proposed meeting schedule for 2018 and asked if there were changes. There were none. Joe Coffey made a motion to approve the meeting schedule. Paul Penman seconded and it passed unanimously.

**B. NYSDEC WQIP Rnd 12 Grant (REDC) (\$486,720)**

**1. Board Decisions – 7/14 Mtg and DEC Follow-Up**

Nancy Heinzen explained that after the 7/14 Board meeting she reviewed with NYSDEC the Board staffing decisions and commitment to completing the work plan. This was reassuring to DEC.

**2. Mapping Progress Report (Storm/CSO-Asset Mgmt Plan/Outfalls/PCSMPs/Facilities)**

CSO and MS4 storm system mapping has been completed in the City of Cohoes; City of Watervliet; and Village of Green Island. Most of the storm system mapping has been completed in the Town of Guilderland. For all of these municipalities and the Village of Colonie, municipal facilities; post construction practices; and outfall maps still need to be reviewed and finalized with municipal staff.

Mapping for the other municipalities named in the grant work plan is on hold until the hiring situation stabilizes. In the interim, Joe will continue with as much mapping as

possible.

### **3. U Albany Student Intern Mapping Orientation & Projects**

Nancy Heinzen met with all of the student interns on September 8 at the UAlbany campus to review administrative procedures (payroll, Gantt Chart, location of Coalition office, etc.). They will meet again on September 15 at the Coalition office to set up computer passwords and learn more about their projects.

### **4. SW Program Forms Contract (ORI; Cons Inspections; PC SMP Inspections)**

No change.

### **5. Impervious Cover & Bldg Footprint Contract**

No change.

### **6. City of Albany – Map Digitization Reimbursement**

Need payment paperwork from the City of Albany.

### **7. Quarterly Reports & Vouchers (QR Due Sept 30 Narrative & MWBE)**

Quarterly Reports (Narrative and MWBE) are due September 30. No vouchers have been submitted other than 25% advance.

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

### **1. DRAFT MS4 Permit Update (GP-0-17-002) (???)**

No change.

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

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

**2017:** BMP 2-11 WAVE; 6/21 CWP Webcast Urban Trees; 9/12 In-House ORI Training; 10/5 CDRPC Mapping Presentation-NH/BN

There were 3 WAVE volunteer stream monitoring events in August. Dave Kubek from Albany County ran an in-house ORI training on September 12 for City of Albany, UAlbany, and Town of Bethlehem staff.

### **2. Member Point Work – 2017 Actions and Decisions**

Albany Cnty-Map'g; C/WVliet-CSO Map'g; V/Menands-Proc; T/Beth-None; T/New Scotland-None

See II.A.2 above.

### **III. Discussion**

#### **A. Revised Coalition 2018 Budget**

- Grant salary lines
- Accrued vacation situation

Both topics were discussed previously. Accrued vacation hours will need to be watched carefully so that vacation costs can be covered once an employee is no longer working for the Coalition.

The Coalition reserve is currently unavailable as a source of funds for that purpose.

Doug LaGrange made a motion to adjourn the meeting; Sean Ward seconded and it passed unanimously.

**NEXT BOARD MEETING: Friday, January 19, 2017, 8:30am – 10:00am; T/Colonie, 347 Old Niskayuna Rd**

*These minutes were approved at an emergency Board Meeting held on October 26, 2017. The meeting was located at the Coalition office, 175 Green Street, Albany, NY.*