

*Stormwater Coalition of Albany County
Board of Directors*

MINUTES

Thursday, October 26, 2017

Coalition Office, Albany County Health Dept Building

175 Green Street, Albany, NY 12202

8:30 am to 9:00 am

Board of Directors Attending:

Scott Siegel, Albany County (Board alternate)
Lucas Rogers, Albany County (Host Liaison)
Neil O'Connor, City of Albany (Board alternate)
Paul Penman, Town of Bethlehem
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
Jeremy Cramer, Town of New Scotland (Board alternate)
Frank Fazio, University at Albany-SUNY

Also Present:

Nancy Heinzen, Director, Stormwater Coalition
Lindsey Miller, City of Cohoes, Intern (Note taker)
Peter Beck, City of Albany
Martin Daley, CDRPC

Absent:

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

I. Approval of September 15, 2017 Minutes

A motion to approve the September 15, 2017 Board Meeting minutes was made by Paul Reuss, which was seconded by Frank Fazio and passed unanimously.

II. Reports

A. 2017 Staffing lines

B. 2018 Board Approved Budget at 9/15/2017 Meeting

C. 2018 Proposed Changes

Nancy Heinzen recapped personnel decisions made by the Board previously pointing out their decision to not fill Christina's position (dues funded budget line: Tech/Admin Assist GIS/GPS) and to immediately fill the vacancy created when Tim Koch resigned in August (grant funded budget line: Stormwater Program Technician Assistant).

She explained that 17 job applications were received and that of those, four were Albany County residents and of those, two candidates were interviewed.

Joseph Cleveland and Nancy Heinzen interviewed one candidate and Joe Cleveland, Nancy Heinzen, and John Dzialo interviewed the other. Both candidates met the job requirements, with one candidate having additional GIS skills suitable for not only the storm system mapping, but also other grant funded work.

Given available grant funds, this seemed like an opportunity to hire both candidates, one to continue with the storm system mapping; the other to focus on these other grant deliverables. Nancy Heinzen explained the various approvals needed and received from NYSDEC; the County Office of Affirmative Action; and the County Civil Service.

She then went on to explain the related proposed changes to our 2018 budget necessary to hire both candidates, specifically restore the Tech/Admin Assist GIS/GPS budget line; liquidate \$60,000 of grant funds encumbered in our Fees For Services line and move \$40,000 of that as salary to the Tech/Admin Assist GIS/GPS budget line with the remaining \$20,000 for fringe; and increase the MS4 Mapping Project revenue budget line from \$124,500 to \$184,500. The actual salary of both candidates for 2018 would be \$40,000.

Nancy Heinzen also pointed out the proposed County Executive's budget included a 2% raise for non-union employees and that her salary (A8021 12620 Stormwater Program Coordinator) would need to be increased from \$55,204 to \$56,308, fringe adjusted accordingly. The budget she proposed reduced the A8021 19970 Temp Help line from \$9,360 to \$8086 to cover these costs.

Procedurally these budget changes could be explained as a memo to the County Legislature or presented at an upcoming Audit and Finance Committee meeting where changes to the proposed 2018 County budget are considered.

Sean Ward asked why \$44,000 was in the Stormwater Program Technician Assistant budget line for one of the potential new hires, while \$40,000 was in the other. Nancy Heinzen explained that if we removed that \$4,000 expense from our budget, such that the salary line went from \$44,000 to \$40,000, then all member dues would need to be recalculated. Members had just committed to a set dues amount for 2018 (Statement of Intent) and changing that now in October was too late. She also explained that the unspent funds would go into the Coalition reserve

Sean Ward expressed concerns that the unspent \$4000, because it was in a salary line wouldn't necessarily go into the Coalition reserve. He advised budgeting that \$4,000 to other Contractual Expense lines. Nancy proposed adding \$2000 to the Miscellaneous Contractual line and \$2000 to the Conferences, Training, and Tuition line.

Sean Ward made a motion to accept the hiring related budget changes as presented by Nancy Heinzen (restore Tech/Adm salary line; liquidate \$60,000 of grant funds for that salary line, allocating \$40,000 to base and \$20,000 for fringe; and increase Mapping Project Revenue line) to include the following amendments: decrease the A8021 12733 002 Stormwater Program Technician Assistant budget line from \$44,000 to \$40,000; increase the A8021 44039 Conference, Training, Tuition line by \$2000; and increase the A8021 44999 Miscellaneous Contractual line by \$2000. The motion was seconded by Paul Penman and passed unanimously.

III. Staffing Report

A. Job Posting/Applications/Affirmative Action/Interviews

B. The “Hire Two” Option

Candidate #1 (Gillcrist)

Candidate #2 (Flagler)

Nancy Heinzen reviewed the credentials of both candidates, explaining that Candidate #1 would focus on the storm system mapping, while Candidate #2 would focus on the other grant deliverables (paper forms to GIS; POC Parcel Map/WinSLAMM Modeling; Sewershed; Intern support)

She explained that while both had continued to express an interest in these positions as described; if offered there was still no guarantee they would accept the positions.

Paul Penman made a motion to offer the position to Candidate #1 (Gillcrist), Sean Ward seconded and the motion was approved unanimously.

Paul Penman made a motion to offer the position to Candidate #2 (Flagler), Sean Ward seconded and the motion was approved unanimously.

Ken d’Arpino pointed out that the application materials provided in the Board packet included social security numbers and this information should be removed. All agreed and Nancy Heinzen collected Board packets from all in attendance.

Nancy Heinzen was asked when the candidates would be informed of the Board decision. She said today after the Working Group meeting. She also asked what to do if one candidate accepted and the other declined, pointing out that we may not need to create that second salary line if only one accepts. While no clear answer was given, the Board advised using whatever discretion was necessary. First offer the jobs, then see what happens.

Sean Ward made a motion to adjourn the meeting; Frank Fazio 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 the January 19, 2017 Coalition Board meeting.