

*Stormwater Coalition of Albany County  
Board of Directors*

**Friday, January 17, 2020  
Town of Colonie, Public Operations Center, 347 Old Niskayuna Rd  
8:30 am to 9:35 am**

**MINUTES**

**Board of Directors Attending:**

Lucas Rogers, Albany County (Liaison to County Executive's Office and Board alternate)  
Dennis Feeney, Albany County  
Neil O'Connor, City of Albany (Board alternate)  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Note Taker)  
John Dzialo, Town of Colonie (Chairperson)  
Peter Barber, Town of Guilderland  
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  
Richard Straut, Village of Voorheesville  
David Dressel, City of Watervliet  
Frank Fazio, University at Albany-SUNY

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Director

**I. Amended 2019 Coalition IMA/MOU – Executed**

Nancy Heinzen distributed copies of the fully executed amended 2019 Coalition IMA/MOU. Each MS4/municipal Board representative received one copy. Nancy Heinzen explained that one copy of the original signature IMA/MOU is on file with the County Law Department; the other is on file in the Coalition office.

**II. IMA/MOU Section 5.4 Appointment of Board of Directors chairperson and alternate**

John Dzialo explained that according to the IMA/MOU the Coalition Board needed to select a chairperson and alternate chairperson for the upcoming year. Sean Ward made a motion to select John Dzialo as chairperson, seconded by Garry Nathan. John Dzialo made a motion to select Sean Ward as alternate chairperson, seconded by Lucas Rogers. Both motions passed unanimously.

### **III. Approval of September 20, 2019 Minutes**

A motion to approve the September 20, 2019 Board Meeting minutes was made by Paul Reuss and seconded by John Dzialo. The motion passed unanimously.

### **IV. Reports**

#### **A. Coalition Administration**

##### **1. 2019 Budget Report (Encumbrances)**

Nancy Heinzen explained the status of various 2019 budget lines:

- a. There is \$21,153.80 remaining in the Stormwater Program Technician Assistant budget line. This was Jared Flagler's salary line who left the Coalition in July. These unspent funds will help boost the Coalition reserve balance.
- b. The Miscellaneous Equipment budget line describes iPad Verizon Wireless data plan costs for 12 tablets. The 2019 expenditure of \$4591.02 is grant funded and will be reimbursed by NYSDEC.

Although there is \$1,051.98 remaining in this budget line, NYSDEC will not reimburse future 2020 expenditures. Therefore these funds will not be encumbered. Instead 2020 data plan expenditures will be paid using Coalition dues.

Nancy Heinzen explained that the Telephone budget line approved by the Coalition Board previously to cover data plan costs, did not appear in the 2020 budget adopted by the County legislature. To address this oversight, the the County Legislature will need to amend our budget with the Coalition Board first approving the changes.

- c. The Fees For Services budget line has a balance of \$24,998.93. These grant funds will need to be encumbered to pay Weston and Sampson, the consulting firm hired to map imperviousness in Albany County and analyze stormwater program costs and potential revenue for 3 Coalition members (Village of Menands; Town of New Scotland; and Town of Colonie).

- d. Funds remaining in the Equipment Repair and Rental line will need to be encumbered. The County negotiated a new County-wide copier contract and the Ricoh copier was replaced by a Kyocera copier in August, 2019. Monthly lease and overage billing invoices for 2019 have been delayed as vendors sort out start and end dates and bill accordingly. 2019 funds need to be set aside to cover these costs.

e. Previously overstated charges to the Hospital and Medical Insurance budget line have been corrected.

## **2. 2020 Budget Report** (Telephone line - Budget RLA)

2020 Member Dues have been received from the City of Cohoes, Village of Menands, Village of Voorheesville, and University at Albany.

Nancy Heinzen revisited the Verizon Wireless data plan issue and need to restore the Telephone line in our 2020 budget. She explained that in the original 2020 June budget approved by the Board, she had estimated iPad data plan expenses of \$3848 for eight (8) Verizon Wireless lines.

However, given the lead time to arrange and pay for transferring line expenses, the Coalition needs to cover all Verizon Wireless expenses for 2020. For 12 data plan lines at \$481 per line the cost is at most \$5772. Nancy Heinzen recommended transferring \$5772 from the Coalition reserve leaving a balance of \$145,451.07.

Sean Ward made a motion to transfer \$5772 from the Coalition reserve into a Telephone budget line. John Dzialo seconded the motion which passed unanimously.

Nancy Heinzen also mentioned that for 2021 Coalition members will need to decide how best to handle data plan expenses. Not all tablets are being used; some tablets are currently used for multiple applications; and municipalities may want to assume the full cost and responsibility of Verizon Wireless data plans. The purpose of this year to figure how best to use tablets for stormwater program inspections and for the Coalition to 'right size' how many data plans to support at what cost.

Should a municipality decide to take over a data plan that cost needs to be in their municipal budget for 2021. Transferring a Verizon Wireless iPad line from the Coalition to a municipality can be done at any time provided all parties, the Coalition, Verizon Wireless, and MS4/municipality have a mutually agreed upon transfer date.

The Coalition website is hosted and maintained by Meticulosity who offered to modernize it for free if necessary, but if possible would appreciate whatever the Coalition could contribute. Nancy Heinzen explained that she had budgeted \$800 for website improvements and would like to offer that amount to Meticulosity. There were no objections from the Board.

### **3. VHB SwIM /County Contract #5119 of 2019** (End Date 6/30/2020)

Nancy Heinzen explained that our contract with VHB for SwIM services was extended to June 30, 2020. She hoped that by then, the GIS Coordinator will be hired and how best to proceed with SwIM clearer.

### **4. REDC 2019 Awards** (WQIP MS4 Funds –Vac Trucks? Albany County)

Given that many Coalition municipalities had applied for WQIP MS4 funds to buy a vacuum truck, Nancy Heinzen reviewed a handout describing who received what kind of REDC WQIP funds in Albany County. No one received funds to buy a vacuum truck, not only in Albany County, but also state-wide. A careful look at the WQIP MS4 grant scoring criteria made clear impediments to receiving this funding. Nancy Heinzen pointed out that developing Nine Element Watershed Plans might help increase competitiveness. There was no follow up discussion.

### **5. County Shared Services Plan** (Proposal 7 Coalition)

Nancy Heinzen explained that the Stormwater Coalition was included in the Phase 3 Albany County Shared Services Tax Savings Plan prepared by Lucas Rogers dated November 20, 2019. Lucas Rogers added that this is a project under development which may or may not meet the criteria for reimbursement, but worth proposing to others responsible for making that determination.

### **6. Stormwater Policy Subcommittee Report** (NYS Floodplain and Stormwater Mgrs Assoc)

The Stormwater Policy Sub-Committee continues to meet and a policy statement supporting the creation for stormwater utility enabling legislation is forthcoming, but not yet final.

## **B. NYSDEC**

### **1. WQIP Rnd 12 Grant – The Home Stretch** (Contract Ends 4/30/2020)

*Reports - Qtrly Narrative & MWBE 12/31/2019 and Final  
State Aid Voucher 5 - Tablet Vz Wireless Data Plan (2019 only); ArcGIS Online; W&S; Pers Enh  
Weston-Sampson Contract – Ph1 (Impervious-Bldg Footprint Map'g); Ph 2 (Stormwater Revenue  
Calculations); Ph 3 (Stormwater Cost Estimates)*

Nancy Heinzen reviewed the remaining grant deliverables to be completed by Weston and Sampson; the status of various reports; and time frame for submitting the final State Aid Voucher to NYSDEC. While all is on track for completing the grant by April 30, 2020, there is still work to complete over the next several months. In particular program cost estimates for the Town of Colonie need to be completed and potential ERU imperviousness revenue amounts calculated.

## **2. Stormwater Permits** (Construction Activity Permit 1/28/20 Expires; Status of MS4 Permit)

The Construction Activity Permit expires January 28, 2020 and the new permit has yet to be released by NYSDEC. There is no word from anyone regarding the MS4 Permit.

### **III. Discussions/Decisions**

#### **A. Proposed Revised 2020 Coalition Work Plan**

Nancy Heinzen explained that because of the newly amended IMA-MOU and the role Coalition staff will play going forward, she revised the 2020 Work Plan adopted previously by the Board.

She then walked the Board through the work plan revisions, pointing out the re-ordering of priorities, with hiring new staff as soon as possible key, along with training, updating the website, and continuing to prepare joint Coalition documents, specifically the Coalition Stormwater Management Program Plan Annual Evaluation (BMPs and Goals) and Annual Report.

Frank Fazio make a motion to adopted the revised 2020 work plan, which was seconded by Sean Ward. The motion passed unanimously.

#### **B. Priorities, Progress, Issues**

1. Hiring – Civil Service, Recruitment, Training, Retention
  - a. *Coalition SW Prog Tech (V/Men; T/NS; C/Wvliet; C/Cohoes)*
  - b. *GIS Coordinator*
  - c. *Coalition Outreach Specialist (MCM1 and MCM2)*
2. Coalition Stormwater Training Blitz (Feb/March, 2020)
3. SWMP Plan – Annual Review – Future Goals
4. Wrap-Up Grant

Nancy Heinzen reviewed the status of hiring efforts to date. Civil Service job titles still need to be finalized. Although titles are in the budget and rough drafts prepare for County Civil Service staff, they need to be reviewed carefully and finalized. Once completed, recruitment can proceed, first as required by the County Affirmative Action office, followed by whatever recruitment methods will generate the most interest and a strong field of candidates.

In addition to hiring tasks, the Coalition has also embarked on a February/March 2020 Stormwater Training Blitz. Nancy Heinzen explained that Track 1 is for MS4/municipal field workers where the focus is on the stormwater regulations and pollution prevention practices, while Track 2 is for MS4/Municipal Officials, Management, and Others where there is a closer look at Clean Water Act SPDES Permits and legal responsibilities.

The upcoming training schedule was shared with Board members who were encouraged to reach out to key individuals within their MS4/municipality to talk up attendance. By completing the Training Blitz before March 9, the number of participants can be tallied up for this year's Annual Report.

The SWMP Plan document i.e. Annual Evaluation template document still needs to be created. The concept is coming along, but not the execution.

Sean Ward made a motion to adjourn which was seconded by Lucas Rogers. The motion passed unanimously.

*These minutes were approved by the Board of Directors at the June 25, 2020 Skype videoconference meeting.*