

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, September 17, 2021
Village of Green Island
8:31am to 10:15am**

MINUTES

Board of Directors Attending:

Lucas Rogers, Albany County (Liaison to County Executive's Office and Board alternate)
Joe Coffey, City of Albany
Joe Cleveland, Town of Bethlehem (Board alternate)
Garry Nathan, City of Cohoes (Board alternate, note taker)
Maggie Alix, Village of Green Island
Tod Ward, Village of Green Island (Board alternate)
Paul Reuss, Village of Menands
Doug LaGrange, Town of New Scotland (Chairperson)
Frank Fazio, Village of Voorheesville (Board alternate)
Dave Dressel, City of Watervliet

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director

Absent:

Dennis Feeney, Albany County
Brad Bunzey, University at Albany – SUNY
Peter Barber, Town of Guilderland
Ken d'Arpino, Town of Guilderland (Board alternate)
Zach Harrison, Town of Colonie

I. Approval of June 11, 2021 Board Meeting Minutes

A motion to approve the June 11, 2021 Board Meeting minutes was made by Maggie Alix and seconded by Paul Reuss. No discussion. The motion passed unanimously.

II. Reports

A. Coalition Administration

1. 2021 Budget Report

Nancy Heinzen reviewed the 2021 budget report pointing out budget lines associated with discussion and decision topics referenced later in the agenda. These lines were explained in greater detail.

a) GIS Coordinator budget line

There is currently \$65,000 budgeted in the GIS Coordinator line and to date \$19,730 has been spent. When offering the job to the GIS Coordinator, the Board agreed to a salary of \$57,000, then depending on performance after 6 months the individual would receive an increase of \$2,000 to \$59,000. The GIS Coordinator started August 30, 2021, which means that the \$2000 salary increase could go into effect October 29, 2021.

Nancy Heinzen explained that she met with the GIS Coordinator to discuss the position, her expectations, general Coalition expectations, and related organizational and individual performance observations and concerns. This information was shared with Board members and there were a few follow up questions.

Frank Fazio made a motion to approve a \$2000 raise for the GIS Coordinator, which was seconded by Garry Nathan. The motion passed unanimously.

b) Coalition Stormwater Program Technician budget line

There is currently \$18,720 budgeted in the Coalition Stormwater Program Technician line (part time, 20hrs/wk). This staff person started August 27, 2021 and to date \$270 has been spent. At year end there will be funds remaining in this line.

Nancy Heinzen mentioned that four MS4s contributed additional 2021 dues to cover all personnel expenses related to this position (base salary, social security, and state retirement). She explained that similar to the 2020 dues reimbursement, these same MS4 may want to be reimbursed for some of their 2021 dues.

She went on to explain unanticipated budget issues associated with processing the paper work for this hire. At 20 hours a week, all County employees are entitled to health insurance and dental insurance, a fact brought to her attention by the County Department of Human Resources. Employees are also entitled to some sick leave, personal time, and vacation, also an unknown at the time of hire.

Once informed, there were immediate budget concerns. County health and dental insurance obligations were estimated to be \$6300 annually, none of which were included in the budgeting for this line. While human resources staff explained that given the option, most part time employee choose to not buy into the County health insurance as it is expensive, there is no guarantee.

Also, if they choose to buy into the NY State of Health Marketplace, they then have the option of taking the County health insurance buy back (~\$500) and will typically buy into the County dental plan (~\$129). To illustrate how these costs might affect the 2021 and proposed 2022 Coalition budget, Nancy Heinzen walked Board members through a spreadsheet highlighting these costs.

Fortunately the individual hired in this position chose the buyout, plus dental insurance option saving Coalition members a significant health insurance expense. Both of these costs are adequately covered in the existing and future 2022 budget,

however there is no guarantee that another employee would make the same choice.

Returning to the reimbursement of 2021 dues, Nancy Heinzen explained how she calculated the amount of 2021 funds remaining at year end for the Coalition Stormwater Program Technician position (base salary, social security, and state retirement) and described the amount of funds each of the four MS4s might receive if reimbursed.

She posed two questions: 1. Did the four MS4s want to be reimbursed for some of their 2021 dues? 2. If yes, would they like to be reimbursed this year a task which would involve moving funds from personnel & fringe lines to the miscellaneous contractual line or would they prefer to be reimbursed in 2022 after the County closes out the 2022 budget and funds could be transferred from our reserve?

A discussion followed and the general consensus was to move personnel funds to the miscellaneous contractual line this year, as that eliminates a half year delay in reimbursement, plus the accounting is easier to follow. This will require a budget amendment and is subject to approval by the County Legislature

Garry Nathan made a motion to reimburse the four municipalities (City of Cohoes, Village of Menands, Town of New Scotland, and City of Watervliet) for additional 2021 dues paid into this budget line up until the Program Technician start date of August 27, 2021. The total estimated amount is \$15,131 to be split between all four MS4s as itemized in the table provided by Nancy Heinzen.

Paul Reuss seconded the motion, which passed unanimously.

c. Office Supplies and Computer Supplies line

All budgeted funds in the Computer Supplies line, funds used to pay for ESRI mapping software (Desktop licenses, ArcGIS Online subscriptions, SWIM software) have been spent.

Albany County DPW would like to continue using ESRI ArcGIS Online software to conduct outfall and municipal facility audits this year, during leaf off before the snow flies. County Departments generally do not have access to GIS software, therefore DPW would like the Coalition to purchase the relevant software (ArcGIS Online Field Worker - \$350/annually). While this was an expense anticipated in the 2022, for various reasons it was not budgeted in 2021.

Currently \$2,293 is available in the Office Supplies line. While some will be spent over the next few months to restock the ORI kits, leftover funds could be used to pay for ArcGIS Online subscriptions, minimally the County DPW Field Worker subscription and possibly Viewer subscriptions (\$100) for others.

No discussion followed, no objections.

d. Miscellaneous Contractual line

There is \$16,767 remaining in the VHB contract for GIS services and the end date for this contract is December 31, 2021. Depending on what the Coalition decides to do with the aging SwIM Internet application, there may be a need for VHB services to help with the transition. For this reason, the contract end date needs to be extended.

Joe Coffey made a motion to extend the VHB contract for 6 months. Maggie Alix seconded the motion which passed unanimously.

2. 2021 Budget Amendment (RLA Reserve Transfer - 4 MS4 Reimbursement-2020)

Nancy Heinzen explained that Resolution 311, a budget amendment necessary to move funds from our Reserve to the Miscellaneous Contractual line was approved by the County Legislature at their September 13, 2021 meeting.

This will allow checks to be cut to the 4 MS4s who contributed additional 2020 dues to cover the personnel costs of the Coalition Stormwater Program Technician. Due to Covid-19 no one was hired for this position.

3. 2022 Proposed Meeting Schedule

Nancy Heinzen explained that the proposed meeting schedule for 2022 continued to set aside the 3rd Friday for Board meetings (January, March, June, and September) and the 4th Thursday for Working Group meetings (every month).

Dave Dressel made a motion to accept the proposed meeting schedule, which Joe Coffey seconded. The motion passed unanimously.

4. Coalition Contact List (Updates)

Nancy Heinzen reviewed changes to the Coalition contact list, in particular that Zach Harrison from the Town of Colonie was recently hired as the Town's Stormwater Management Coordinator. His start date is September 17, 2021 and he will be attending Board and Working Group meetings.

B. Other

1. Albany County Resiliency Plan (9/9 Update)

Lucas Rogers from the County Executive's office explained that Bergmann Associates, a consulting firm was hired to develop the Albany County Resiliency Plan. He provided an overview of the plan, the timeline, and various opportunities to contribute information and provide input. Bergmann is currently focused on identifying climate risks throughout the County.

2. NYSDEC MS4 Permit – Status

Staff working with Stormwater Coalitions elsewhere in New York State have heard that DEC intends to release the updated MS4 Permit by the end of this year to include updated urbanized areas from the 2020 census data. There is no information directly from NYSDEC.

C. Coalition 2021 Workplan

1. July to September (Coal SW Prog Tech Interviews/Hiring/Training; WAVE 9/24 or 9/27 & Volunteer Approach)

This quarter focused on recruiting and hiring the Coalition Program Technician and organizing a WAVE Volunteer Stream Monitoring event scheduled for either September 24 or 27, depending on the weather.

A previous WAVE volunteer is helping to recruit volunteers, reaching out in particular to the African-American community and related Facebook group. The monitoring site is located on a small trib to the Normanskill, near the Normanskill Trail Parking Lot in the City of Albany.

2. GIS Coordinator (Voor map'g; ArcGIS Online/Collector-S123; Hardware/Software Mgmt; SwiM Survey-Development/Distribution/Analysis...VHB Contract-GIS Services & Needs?)

The GIS Coordinator has been tackling multiple mapping tasks including learning how to use the Coalition GPS unit; field mapping storm infrastructure; creating and publishing ArcGIS Online Collector and Survey123 forms; and developing, plus analyzing results of a Working Group survey designed to establish who uses the SwiM application to do what.

Some of the survey results were shared with the Board, with the divide between those MS4s with a robust internal GIS capacity compared to those who don't evident in the results. There was some discussion regarding the value of GIS technology to manage municipal operations.

3. 4 MS4s & SW Prog Tech (Training, MS4 Meetings, SWMP Tasks)

The Coalition Stormwater Program Technician started August 27, 2021. He is working 20 hours a week. The first few weeks were spent learning and reading about the stormwater regulations. He will meet with the 4 MS4s (Town of New Scotland, Village of Menands, City of Watervliet, and City of Cohoes) over the next two weeks, then begin field work inspecting outfalls.

III. Discussion/Decisions

A. 2021 Budget

1. Personnel (GIS Coor/October 30; Coalition SW Prog Tech/20 hr per wk-Benefits).

The GIS Coordinator raise and Coalition Stormwater Program Tech benefit concerns were discussed previously, see 2021 Budget Report.

2. 4 MS4 Reimbursement-2021? (2021 Coal SW Prog Tech – start date 8/27/21; reimburse 1/1/21 to 8/26/21?)

The reimbursement of 2021 Member Dues to Town of New Scotland, Village of Menands, City of Watervliet, and City of Cohoes was discussed previously, see 2021 Budget Report.

B. 2022 Approved Budget

1. 2022 Statement of Intent Forms (Status)

All current Coalition members have recommitted for next year.

2. Village of Altamont (Contingency Budgeting – Revenue & Approvals)

Nancy Heinzen explained that the current Village of Altamont Stormwater Program Coordinator had contacted her about rejoining the Coalition, asking if it was possible and how much they might need to pay in dues.

She explained to the Coordinator that the Village of Altamont governing board needs to send the Coalition a statement indicating their interest in joining the Coalition and willingness to abide by the terms of the Agreement. The Village governing board by resolution and majority vote also needs to authorize the Chief Elected Official, or their designee to sign the Agreement. At some point, the Coalition Board of Director by majority vote agrees to have the Village execute the Agreement.

The Village of Altamont left the Coalition January 1, 2016, therefore there's no penalty for rejoining the Coalition and a tentative dues amount of \$4704 was suggested as likely. This would match what other Coalition members equal in population to the Village of Altamont have agreed to pay into the Coalition for 2022.

While the intention was to have some feedback from the Village governing board prior to the September Coalition Board meeting, that didn't happen. There's a chance the Village might consider this matter in October. If so, and if asked, Nancy Heinzen asked the Coalition Board if they would approve the Village of Altamont rejoining at the dues amount of \$4704.

Paul Reuss made a motion to approve the Village of Altamont joining the Coalition at the dues amount of \$4704. Doug LaGrange seconded the motion, which passed unanimously.

3. Coalition SW Prog Tech (Contingency Budgeting/Fringe - Health/Dental/Buy Back)

This topic was discussed as part of 2021 Budget Report, see above.

4. Misc Contractual (Coal website/Meticulosity/Duda \$4,800-3 Quotes/Contract? Drop VHB-Liquidate//Rebudget?)

Some items here are discussed below, others as part of the 2021 Budget Report.

C. Contracts

1. VHB/GIS Contract No 5719 of 2020 (End date: 12/31/2021 Remain'g \$16,767 What to do?)

Discussed, see above for decision.

2. Coalition website – 3 Quotes (Keep/Drop Meticulosity? Other vendors? 2022 Budget Adj?)

As required by County Purchasing, 2 website vendor quotes were received, both intended to match the content of a proposed upgrade to the Coalition website by our current provider Meticulosity. That upgrade includes using a different website management model called Growth Driven Design (GDD) and a different content management system, DUDA instead of Word Press. The quote from Meticulosity is \$4800/year (\$400/mo) for GDD and DUDA.

Mannix Marketing, Inc and Solasus Web Solutions both provided quotes, however neither were familiar with or used DUDA and both felt that Word Press was working fine for their clients, why change? They were not asked about Growth Driven Design and their own methods for managing and updating websites, other than providing an hourly rate and an estimate for a complete redesign.

Mannix Marketing quote: \$900 annually (\$75/mo), plus \$25 for Domain Name annual renewal. \$450 one-time cost to migrate our website to their server, assuming no issues, but would like to look at our current Word Press application to make sure they can support what's there already. They also provided a complete redesign estimate of \$16,000.

Solasus web solutions quote: \$599.40/yr (\$49.95/mo). \$14.95 Domain Registration annual renewal. \$125/hr for webmaster type services.

Based on this research, Meticulosity was asked about continuing to host the Coalition website using Word Press. That is possible at roughly the current cost which is ~\$1200 to \$1500 annually depending on additional trouble shooting services charged hourly and provided throughout the year. This would need to be formalized as a contract of some sort.

Should the Coalition decide to upgrade the Coalition website as presented by Meticulosity, the Coalition now has three quotes as required by County Purchasing, along with the necessary funds budgeted for 2022 at \$4800. Whether or not the Coalition should upgrade the website needs to be looked at more carefully. Nancy Heinzen will look into the website management model, Growth Driven Design (GDD) as that might be a way to create a more responsive website, easily adapted to changing technology.

3. Coalition IMA-MOU Warm Up & Process

Nancy Heinzen explained that the end date of the current Coalition IMA-MOU is December 31, 2022. She reviewed the sequence of steps typically involved with updating the IMA-MOU and presented a timeline, pointing out that between July and September the Board needs to approve the final language as that will give individual MS4/municipalities sufficient time to present the finalized IMA-MOU to their governing boards for approval. A fully executed IMA-MOU contract needs to be in place prior to January 1, 2023.

She reviewed her own quick brainstorm of “Areas of Concern” mentioning that updating the IMA-MOU is an opportunity to improve how the Coalition is managed and clarify basic services. She mentioned that the 2019 effort to amend the Coalition IMA-MOU involved the participation of the Chair of the Coalition at the time, herself, a representative from the County Executive’s office, and an attorney from the County Law Dept. This small team looked closely at all the wording changes and that a sub-committee may be necessary this time.

Board members discussed the need and value of a sub-committee with Board representatives Dave Dressel from the City of Watervliet, Garry Nathan from the City of Cohoes; and potentially Doug LaGrange from the Town of New Scotland agreeing to serve on an IMA-MOU Sub Committee. No formal vote was taken and all agreed to meet before the next Coalition Board Meeting which is January 21, 2021,

Joe Cleveland made a motion to adjourn the meeting which was seconded by Joe Coffey. There were no objections and the motion passed unanimously.

NEXT BOARD MEETING: Friday, January 21, 2022, 8:30am – 10:00am, location to be determined, most likely the Village of Green Island, 19 George Street.

These minutes were approved by the Coalition Board of Directors at the January 21, 2022 meeting