

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, March 18, 2022
Village of Green Island
8:35 am to 9:50 am**

MINUTES

Board of Directors Attending:

Sameer Modasra, Albany County Dept of Mgmt & Budget (Board alternate)
Neil O'Connor, City of Albany (Board alternate)
Paul Penman, Town of Bethlehem
Garry Nathan, City of Cohoes (Board alternate, note taker)
Zach Harrison, Town of Colonie (Board alternate)
Maggie Alix, Village of Green Island
Peter Barber, Town of Guilderland
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
Tod Ward, Village of Green Island

I. Approval of January 21, 2022 Board Meeting Minutes

A motion to approve the January 21, 2022 Board Meeting minutes was made by Peter Barber and seconded by Maggie Alix. The motion passed unanimously.

II. Reports

A. Coalition Administration

1. 2021 Budget Report (Encumbrance & Reserve Update)

Nancy Heinzen reported that the County has closed out the 2021 budget and that she would contact the Comptroller's office about the Coalition reserve balance.

2. 2022 Budget Report (Training Support – Course Allocation; Other)

Nancy Heinzen explained the status of various budget lines:

Member Dues – All dues have been received, with the final check not yet posted in the budget line

Coalition Stormwater Program Tech – Brian Beverly will be leaving June 30, 2022 for a full time job. There will be unspent funds in the Coalition Stormwater Program

Technician budget line, estimated to be ~ \$9000, along with social security (~\$700) and state retirement. (~\$1700). Some discussion of what to do; no decision.

Accrued Vacation and Temporary Help line - These are funds set aside to cover expenses related to hiring and training a new Coalition Program Coordinator, still unspent.

Conferences Training Tuition – \$1625 has been encumbered for MS4 staff to attend the NYS Stormwater Training Courses. Some have already attended these trainings, once all completed in June, that invoice will be paid

Printing and Advertising - Remaining funds (~\$585) will be used to purchase curb markers.

Miscellaneous Contractual – The balance of \$4208 represents funds set aside to pay for a Coalition website upgrade suggested by Meticulosity, the firm which manages our website.

Computer Supplies – To access ArcGIS online web mappers, some municipalities will need an ArcGIS online account. Nancy explained that these licenses have been purchased, but still needed to be allocated. She provided a list of municipalities needing these licenses.

3. Coalition Contact List & Board Representatives Form

Nancy Heinzen reviewed the Board of Director’s Representation Form and reminded representatives to fill out and return the form if they hadn’t done so already.

4. Village of Altamont (Request “Why Join Coalition?” - Village Board Mtg- Decision)

In response to a request, Nancy Heinzen provided Village staff with a memo describing the benefits of joining the Coalition; procedures for joining; and information regarding the membership fee approved by the Coalition Board in September, 2021.

According to their Stormwater Program Coordinator, the Village Board agreed to have the Village join the Coalition effective June 1, 2022.

5. QR Code for Construction Site Inspections (Letter of Support)

At the last Board meeting all agreed to send a letter of support to NYSDEC regarding the use of QR Codes to electronically ‘post’ Construction Site Inspection Reports and other documents on construction sites.

This began as a pilot program by Ken Barber, with several Coalition member communities testing out the QR Codes on their own sites.

Nancy Heinzen explained that the letter was in the Board packet.

B. NYSDEC MS4 Permit

1. Draft MS4 Permit (GP-0-22-002) Comments (Submission/Other Coalitions-Comments)

Working Group representatives met multiple times to review the DRAFT MS4 Permit and make suggestions regarding changes. These were written up and submitted to NYSDEC on March 4.

Nancy Heinzen provided an overview of the submitted comments and mentioned that state-wide MS4 groups were in touch with each other, also writing comments, and to some extent sharing them with each other.

One set prepared by Richard Williams, Supervisor, Town of Patterson provided a detailed analysis of potential costs associated with implementing the draft MS4 Permit. She agreed to email those comments to the Board.

C. Coalition 2022 Workplan

1. Jan to March (GIS Coor: AGOL WebApps – For Whom/Content/Costs/Administration. SW Prog Tech: Co-Procedures; WvDPW: MenTrackDown; NSFollowUp; Adm Issues. SwProgCoor: Supv/PmtComments/IMA)

The GIS Coordinator has been designing ArcGIS web apps to replace the Coalition Stormwater Interactive Mapper. These are individual web apps for those MS4s who would otherwise not have a GIS application to display and view their stormwater data (City of Cohoes; Albany County; City of Watervliet; Town of New Scotland; Village of Green Island; and Village of Voorheesville).

The Coalition Stormwater Program Tech has conducted outfall inspections for the four municipalities paying into this position, along with specific tasks for each municipality (Cohoes/IDDE procedures update; Watervliet/DPW garage follow-up; and Menands/IDDE trackdown)

The Coalition Director facilitated DRAFT MS4 Permit comment meetings, prepared and submitted comments; worked with County Law to prepare the first draft of the IMA-MOU; supervised Coalition staff; and providing MS4 Permit training as needed to staff.

2. April to June (GIS Coor: AGOL WebApps – Design/Review/Final/UNPW/Training. SW Prog Tech: CohProc-OFs/Other; WvHudShores?; Men/Fac; NS-ConsIns(?). SwProgCoor: SWMP Plan/JointAR/IMA-MOU)

For the Coalition Director, the next quarter will focus on updating the Coalition IMA-MOU; meeting with MS4s regarding progress meeting Stormwater Program goals; setting new goals; compiling the Joint Stormwater Program Annual Evaluation; and preparing, plus submitting the Joint Annual Report.

The GIS Coordinator will continue to design web apps; plus release them to users; and support as needed IMA-MOU research regarding GIS Services.

The Stormwater Program Tech will provide requested services to the 4 MS4s, focusing on MS4 permit requirements necessary for compliance in 2022.

III. Discussion/Decisions

A. IMA-MOU Sub Committee

- 1. March 4, 2022 Discussion** (Services, Who Gets What, Paying For It, Fairness)
- 2. County Items**
- 3. Upcoming Meetings** (3/15...more; Full Board?)
- 4. Deadline – Final IMA-MOU** (June 17, 2022 Board meeting? Later? Other Considerations)

The IMA-MOU Sub Committee met March 4 and received a first draft of the IMA-MOU. This draft attempted to clarify the list of basic services provided to all members; differing GIS and mapping needs and interests Coalition-wide; the dues structure, reserve and accounting concerns; and the overall endurance of the Coalition long term.

Comments regarding this first draft suggested a need to better explain how the County assists the Coalition financially and the relative needs and resources of members overall. The following meeting on March 15 focused on County financial support, along with clarifying the basic services provided to all members and mapping requirements named in the recent draft MS4 Permit.

The Sub-Committee intends to have an IMA-MOU ready for review by the Board of Directors at their June 17 meeting. The next Sub-Committee meeting is March 25, 2022.

A motion to adjourn was made by Garry Nathan and seconded by Paul Reuss. The motion passed unanimously.

These minutes were approved by the Coalition Board of Directors at their June 17, 2022 meeting.