

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, August 25, 2023
Albany County Health Department Building - Auditorium
175 Green Street, Albany, NY
8:33am to 9:45am**

MINUTES

Board of Directors Attending:

Peter Beck, City of Albany (Board alternate)
Kerry Dineen, Village of Altamont
Joe Cleveland, Town of Bethlehem
Garry Nathan, City of Cohoes (Board alternate, note taker)
Zach Harrison, Town of Colonie (Board alternate)
Tim McIntyre, Jr, Town of Guilderland (Board alternate)
Maggie Alix, Village of Green Island
Nicole Ognan, Village of Menands
Doug LaGrange, Town of New Scotland (Chairperson)
Frank Fazio, Village of Voorheesville (Board alternate)

Also Present:

Nancy Heinzen, Coalition Stormwater Program Director
Neil O'Connor, City of Albany

Absent:

Sameer Modasra, Albany County (Board alternate)
Peter Barber, Town of Guilderland
Dave Dressel, City of Watervliet
Brad Bunzey, University at Albany - SUNY

I. Approval of the June 16, 2023 Board Meeting Minutes

A motion to approve the June 16, 2023 Board Meeting minutes was made by Nicole Ognan and seconded by Joe Cleveland. The motion passed unanimously

II. Discussions/Decisions

A. Hiring Sub-Committee Report

1. Coalition Stormwater Program Director position – Resumes/Interviews
2. Preliminary Job Offer from Hiring Committee – Candidate Response
3. Formal Job Offer – From Board

Nancy Heinzen provided an overview of resumes received to date and shared her impression of candidates who were interviewed. She explained that the Hiring Sub-Committee all

agreed to invite one particular candidate, Gabrielle Krupa for a tour of the Coalition office, then based on her reaction to the office and more detailed description of the position, if Gabrielle was still interested, to make a preliminary offer.

Nancy Heinzen explained that she met with Gabrielle for close to 2 hours, pointing out materials and files located in the office, then using those materials to better explain the work of the Coalition, permit requirements, and the unique challenges faced by each Coalition member.

She explained that her own role would be to train and mentor the new Director and over time hand off responsibilities. She reviewed job specifics mentioned during the interview and asked Gabrielle, if still interested to send her 3 references, a possible salary range, and possible start dates.

Gabrielle responded that she was interested in the position and the Hiring Sub-Committee used the information provided by Gabrielle to make a preliminary offer, as follows: starting salary of \$77,000; County benefits; start date of September 29; 40 hour/week; and mentoring/training provided for 4 to 7 months. This offer was accepted by Gabrielle with the understanding that the Board would need to approve a final offer, likely to be identical to the preliminary offer.

Board members asked questions about Gabrielle's experience and academic background. Others from the Hiring Sub-Committee shared their impressions, along with the comments received from Gabrielle's references – all very positive.

Garry Nathan made a motion to make a formal offer to Gabrielle Krupa matched to the preliminary offer, which Maggie Alix seconded. The motion passed unanimously.

B. Current Coalition Stormwater Program Director

1. Resignation Date, Personal Considerations, and Coalition Needs
2. Proposed 2023 and 2024 Salary lines
 - Budget amendment?

Nancy Heinzen highlighted 3 personnel lines in the 2023 Coalition budget pointing out that the new Director will move into her budget line on September 29, 2023, leaving two other personnel lines immediately available for the current Director, a part time Temp Help line or full time GIS Specialist line.

She went on to explain her own interest in retaining County health insurance benefits for as long as possible, along with retirement benefits, potentially reaching 20 years of service within the New York State and Local Retirement System (NYSLRS) around April 30, 2024. Given County and State Retirement benefit packages, this is only possible if she works full time.

This possible retirement date also addresses a need to mentor and train the new Director in

key Coalition tasks which take place between March and April (preparation of a Joint SWMP Annual Evaluation and Joint MS4 Permit Annual Report).

Nancy Heinzen provided information about the full time GIS Specialist line, mentioning that it was originally budgeted at \$62,000, then as a consequence of a Board decision in May, funds were transferred to the Stormwater Program Coordinator line to cover a potential Director salary of \$90,000. This left \$43,051 remaining in the GIS Specialist line.

Should Nancy Heinzen move to the GIS Specialist line, her salary would immediately drop from \$71,000 to \$62,000. Meanwhile the new Director would start at \$77,000. It is possible, however to equalize the two “Director” salaries.

From September 29, 2023 to December 29, 2023 Nancy Heinzen could be paid out of the GIS Specialist line for a total payroll cost of \$15,500; then added to that would be \$3,750, from an Enhanced Salary line. Together this \$19,250 represents the total cost of hiring Nancy Heinzen to work full time to the end of 2023 at \$77,000.

Funds remaining in the GIS Specialist line (\$43,051) could cover this cost; however, transferring \$3750 from the GIS Specialist line to the Enhanced Salary line would require a budget amendment and legislative approval.

Neil O’Connor asked about Civil Service requirements related to the GIS Specialist line; in particular what are the minimum requirements, does Nancy meet the requirements, and are there other issues. Nancy Heinzen explained that she had wanted to research these concerns, but didn’t have time. She did mention that she has a Masters in Geography and GIS Certificate, plus many years coordinating GIS work, which she hoped would be adequate.

Doug made a motion to amend the Coalition budget; in particular to transfer \$3750 from the GIS Specialist line to an Enhanced Pay line and to reassign Nancy Heinzen to the GIS Specialist line effective September 29, 2023. Zach Harrison seconded the motion which passed unanimously.

C. Revised 2024 Budget and Dues – Proposed

1. Member Response (due July 7) to Preliminary 2024 Budget/Dues/Workplan
2. Final Approval/Adjustments to Revised 2024 Budget/Dues
3. Statement of Intent for 2024
 - Section 9.7 of IMA-MOU – due by August 15
 - New date? Still relevant?

Nancy Heinzen explained responses to a set of questions members were asked regarding a Preliminary 2024 Budget, Dues, and Work Plan she developed after the June 16, 2023 Board meeting.

Most members were comfortable with the dues proposed in the Preliminary 2024 Budget

and most understood the need to cut back on Additional Services – GIS (hard to find and retain GIS staff, plus not enough funds to hire competitively). There was still interest in some Additional Services – GIS, if minimal with the more complicated GIS services potentially provided by consultants.

Despite uncertainties regarding recruiting, hiring, and retaining a new Coalition Director, assuming a new Director could be hired by the end of the year, all members remained committed to the Coalition. If no Director, some members were hesitant, while others believed that the Coalition in some form could continue without a Director.

With these member responses as background, Nancy Heinzen went on to explain the Proposed 2024 Budget. First she pointed out the new Director salary of \$80,000, which while somewhat higher than the actual salary offered to Gabrielle Krupa, provides some flexibility regarding raises or potentially needing to hire a Director should the new Director resign mid-year.

Next she explained that for her to continue in a full time position with benefits until April 30, 2024 (4 months), the Coalition needs to budget for a full time, year-long salary in a Civil Service job title, such that the base salary is affordable for the entire year.

For this reason, the Proposed 2024 Budget eliminates the GIS Specialist line (\$62,000) and replaces it with an entry level job title, Tech/AdmAsst GIS-GPS, base salary of \$40,000. Starting with the first 2024 pay period, Nancy Heinzen would then move to the Tech/AdmAsst GIS-GPS line. While this involves a pay cut, Nancy Heinzen considers this a fair trade off given longer term benefits associated with 20 years in the retirement system.

Nancy Heinzen acknowledged that moving to another salary line in 2024 required some maneuvering by others responsible for setting up and approving salary lines, but that there were also benefits.

In particular, the Civil Service job description for the Tech/AdmAsst GIS-GPS line is a better match to the work involved as it includes responsibilities which support the delivery of Basic Services and some Additional Services – GIS. Historically, the budget line has also been funded at about \$40,000; therefore resurrecting this line for the 2024 budget aligns with previous Coalition budgets and staff configurations. This is helpful when explaining the Coalition budget to the County legislature.

Nancy Heinzen went on to explain that Proposed 2024 Member Dues would generally match those referenced in the Preliminary 2024 Budget and that the full \$100,000 County Support Supplement covered expenses related to providing both Basic Services and Additional Services – GIS. This \$100,000 was allocated in such a way to smooth out concerns mentioned by members regarding their annual dues.

To cover one off expenses associated with Nancy's vacation accrual liability, \$4857 needs to be transferred from the Coalition fund balance, of which there is an estimated, useable

balance of \$84,662. Nancy Heinzen mentioned Management and Budget's concerns regarding the fund balance, namely that it could not be used for recurring expenses, such as salaries.

Should the Coalition choose to fund the Tech AdmAsst GIS-GPS position in 2025, she and Management and Budget prepared a tentative budget which showed that this was possible without transferring funds from the reserve, nor increasing member dues.

Nancy Heinzen went on to explain which Additional Services – GIS were included in the Proposed 2024 Work Plan, pointing out that all members would have access to existing stormwater program mappers and for those interested, also the ArcGIS Online Survey123 inspection forms and training.

She mentioned that funding for Additional Services – GIS included some of her time in the Tech/AdmAsst GIS-GPS job title along with funds to purchase ArcGIS Online Viewer licenses, plus credits, thus enabling all members of the Coalition Organization to view and print outfalls maps as is required in the current MS4 Permit. The Basic Services portion of the Proposed 2024 Work Plan is similar to what was presented previously within the Preliminary 2024 Work Plan.

Pete Beck asked if it was realistic for Nancy to both train the new Director and provide some Additional Services – GIS. Nancy Heinzen acknowledged the risks of overpromising and pointed out that the GIS tasks named in the 2024 Work Plan reflected services she thought she could realistically provide and that she was careful in how that was worded.

She also explained that she intends to spend some of September detangling a variety of ArcGIS online licenses, currently unused which need to be assigned to users so that they can access their stormwater program mappers and inspection forms. She is familiar with the process. In general for the next several months, spanning 2023 and 2024, her intent is to continue to support GIS to the extent that she does now, while prioritizing training the Director.

Doug LaGrange reminded the Board that 2024 will be a transitional year and we'll all do the best we can.

Nancy Heinzen asked about the 2024 Statement of Intent Form typically emailed out to members after the June Board meeting. All agreed that it should still be sent out, but that for those member communities who may need approvals from their governing boards, the due date should be later in September. September 30, 2023 was the mutually agreed upon due date.

Doug LaGrange made a motion to approve the Proposed 2024 Budget, Member Dues, and Work Plan. The motion was seconded by Kerry Dineen and Joe Cleveland. It passed unanimously.

D. Preliminary 2024 Work Plan

1. Revisions? Final adoption?

See above.

III. Adjourn

Frank Fazio made a motion to adjourn the Board meeting which was seconded by Garry Nathan. It passed unanimously.

These minutes approved at the Coalition Board of Director's Meeting on September 15, 2023.