

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, September 15, 2023
Municipal Center
19 George St, Green Island, NY
8:32am to 9:59am**

MINUTES

Board of Directors Attending:

Peter Beck, City of Albany (Board alternate)
Kerry Dineen, Village of Altamont
Eric Johnson, 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
Nicole Ognan, Village of Menands
Doug LaGrange, Town of New Scotland (Chairperson)
Frank Fazio, Village of Voorheesville (Board alternate)
Dave Dressel, City of Watervliet

Also Present:

Mansi Parmar, Town of Guilderland
Nancy Heinzen, Coalition Stormwater Program Director

Absent:

Lucas Rogers, Albany County
Peter Barber, Town of Guilderland
Brad Bunzey, University at Albany - SUNY

I. Approval of the August 25, 2023 Board Meeting Minutes

A motion to approve the August 25, 2023 Board Meeting minutes was made by Maggie Alix and seconded by Nicole Ognan. The motion passed unanimously

II. Reports

A. Coalition Administration

1. 2023 Budget Report (Budget RLA update; Misc Contractual encumbrances)

Nancy Heinzen explained that starting September 29, 2023, Gabrielle Krupa, the recently hired Coalition Director will move into the Stormwater Program Coordinator line and that she will move to the GIS Specialist line. Meanwhile a Request for Legislative Action (RLA) will be submitted to move \$3750 from the GIS

Specialist line to an Enhanced Salary line. This \$3750 will be added to Nancy Heinzen salary so that while the new Director is in training, both the current Coalition Director, Nancy Heinzen and future Director, Gabby Krupa receive the same annual salary of \$77,000.

There is currently \$13,720 in the Miscellaneous Equipment line. Nancy Heinzen explained that her own Coalition laptop was old as were other Coalition computers. To take advantage of available funds, she asked County IT staff to review the status of all Coalition desktop and laptop computers. Depending on County IT's evaluation, the computers currently in use may need to be replaced.

There may be funds to replace the Coalition GPS unit, but that would take some effort to research and may not be advised given the various mapping related technologies now available to field map infrastructure.

2. Staffing Update (Director Formal Offer letter; Salary line reassignment)

Nancy Heinzen reviewed hiring terms detailed in a formal offer letter from the Albany County Commissioner of Public Works to Gabrielle Krupa. She also explained the purpose and content of an Affirmation of Provisional Appointment Status Form which the County Department of Civil Services requires from all provisional appointments in a competitive class.

3. London Environmental (Contract Deliverables; Oct 30 End Date; Payment)

Nancy Heinzen explained that the London Environmental contract (\$11,700) ends October 30 and that most of the contract deliverables have been completed. What remains is the uploading of corrected infrastructure data to the Town of New Scotland, Village of Green Island, and Albany County Stormwater Program Mappers. She has been reassured that all will be completed on time.

4. 2024 Statement of Intent (Due 9/30, Received)

To date, Nancy Heinzen has received six of the twelve 2024 Statement of Intent Forms. She reminded the remaining municipalities to send in the form by September 30.

5. Proposed 2024 Meetings (Board/WG Dates)

Board representatives reviewed the proposed 2024 Board and Working Group meeting dates. Similar to years past, the Board is scheduled to meet the third Friday of the month, minimally 4 times a year (January, March, June, and September). With the exception of November and December, the Working Group is scheduled to meet the fourth Thursday of the month.

A motion to approve the proposed meeting schedule was made by Garry Nathan and seconded by Nicole Ognan. The motion passed unanimously.

6. Coalition Contact List (Roles –Coalition and MS4 Permit)

The most recent Coalition Contact List was missing Stormwater Management Officer (SMO) information. If the information was available, during the meeting members explained who was serving in that role for their municipality.

7. Board Chair – alternate? (2023/2024?)

The Coalition Board of Directors Chair (alternate) recently left his position in local government. A motion to appoint Garry Nathan as alternate Chair was made by Dave Dressel and seconded by Zach Harrison. The motion passed unanimously.

B. MS4 Permit

1. EPA Enforcement–ECHO Data (AR Report - T/Kirkland (\$3,900, 5yr), V/Brookhaven (\$2925, 2yr)

2. ‘New’ MS4 Permit - ????

According to the EPA Enforcement ECHO database two New York State MS4s were fined for failing to submit their Annual Reports. One fine was for \$3,900; the other \$2925. Nancy Heinzen explained that interpreting the content of ECHO data can be confusing. If interested, she encouraged others to take a closer look.

There is no information from NYSDEC regarding the updated MS4 Permit.

III. Coalition 2023 Work Plan

A. July to September

1. WAVE Stream Monitoring (8/2 & 8/3 Vly Creek, Voorheesville Summer Rec Prog, 9/29 Krumkill?)

The Coalition Director coordinated two WAVE Volunteer Stream Monitoring events, one on August 2, the other August 3. Both were on the Vly Creek next to a park owned by the Village of Voorheesville also the location of a summer recreation program.

Approximately 34 school age children from 8 to 10 years old kick sampled and identified macro invertebrates. Two Working Group reps, one from Albany County the other from the City of Albany helped manage the event and a third from the Village of Voorheesville served as a liaison to Voorheesville Parks and Recreation summer staff.

A third WAVE Stream Monitoring event is tentatively scheduled for Friday, September 29, the new Director’s first day. According to WAVE protocol the last day to conduct a monitoring event is September 30. If possible the new Director will

observe how to monitor a stream, with a site on the Krumkill in the Town of Guilderland a possible location. Arrangements are pending.

2. ESRI Mapping (License Detangling – ArcMap/ArcGIS Online; MS4 Access to Sw Program Mappers/S123)

Nancy Heinzen explained that she has been detangling the assignment of Esri ArcGIS Online licenses to various municipalities set up with a Coalition Stormwater Program Mapper around July 2022. Her intent is to make sure that municipalities can access their Stormwater Mapper and that all of the necessary ArcGIS Online licenses owned by the Coalition have been assigned correctly.

She has also been researching the status of ArcGIS Online applications designed in 2019 to conduct field inspections using Collector and Survey123 forms. Some Coalition MS4s can access these inspection forms; others can't. Some MS4s may be able to access these forms using licenses owned by their municipality.

She provided a handout to help explain her analysis to date mentioning that while many different licensing arrangements were possible, how best to proceed was unclear. Minimally, she has a better understanding of what's possible and what may be too complicated for the Coalition to administer effectively.

3. Administration (Hiring, Work Station Set Up, Purchases)

To prepare for the September 29 start date of the new Coalition Director many within County government are involved. County IT is setting up a work station; County Human Resources staff is preparing a benefits meeting; funds are at various stages in the transfer process so that salary lines can cover both current and new Director payroll expenses; and job title changes have been communicated and executed by County DPW; Human Resources; and Management and Budget staff.

B. October to December

1. Director – In – Training (Topics/Priorities/Routines, Guidance)

2. MS4 Field Train'g (Inspections – Outfalls/Muni Fac –Cohoes, Wvliet, Men, UAlb/NewSc/vAlt/vVoor-?)

Nancy Heinzen provided an overview of topics and tasks to cover with the new Coalition Director who for the next 6 months or so will be in training, eventually taking over all responsibilities. She provided a rough outline of when topics were likely to be covered given weather and the timing of MS4 Permit requirements.

She asked member communities if they could provide meeting and/or field opportunities related to oversight of the Construction Activity Permit. All agreed to have the new Director sit in on concept meetings, pre-construction meetings, and/or observe how active construction sites or post construction practices are inspected.

Possible dates and sites were mentioned.

IV. Adjourn

Prior to adjourning the meeting, the recently hired Coalition Director, Gabrielle Krupa dropped by and was introduced to the Board by the Coalition Chairperson, Doug LaGrange. All welcomed the new Director and expressed their good wishes and offered to be helpful.

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

These minutes were approved at the January 19, 2024 Stormwater Coalition Board of Director's meeting.