

***Stormwater Coalition of Albany County
Board of Directors***

**Friday, January 19, 2024
Municipal Center
19 George St, Green Island, NY
8:34am to 10:05am**

MINUTES

Board of Directors Attending:

Kerry Dineen, Village of Altamont
Garry Nathan, City of Cohoes (Board alternate, note taker)
Maggie Alix, Village of Green Island
Tod Ward, Village of Green Island
Nicole Ognan, Village of Menands
Doug LaGrange, Town of New Scotland (Chairperson)
Frank Fazio, Village of Voorheesville (Board alternate)
Mike Fargnoli, City of Watervliet

Also Present:

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

Absent:

Peter Beck, City of Albany (Board alternate)
Lucas Rogers, Albany County
Eric Johnson, Town of Bethlehem
Zach Harrison, Town of Colonie (Board alternate)
Peter Barber, Town of Guilderland
Brad Bunzey, University at Albany - SUNY

I. Appointment of Board of Directors chairperson and alternate (IMA/MOU Paragraph 6.5)

A motion to approve Doug LaGrange as Board of Directors Chairperson and Garry Nathan as alternate was made by Maggie Alix and seconded by Nicole Ognan. The motion passed unanimously.

II. Approval of September 15, 2023 Board Meeting Minutes

A motion to approve the September 15, 2023 Board Meeting minutes was made by Kerry Dineen and seconded by Nicole Ognan. The motion passed unanimously

III. Reports

A. Coalition Administration

1. 2023 Budget Report

Laptops, accessories, and software purchased in 2023 have yet to arrive and \$4811 now encumbered in the Miscellaneous Equipment line will be used for upcoming invoices. Funds available in 2023 Computer Supplies line were used to purchase an ESRI ArcGIS Desktop Basic maintenance license typically purchased in 2024. This will provide maintenance up until February 2025 and free up funds in the 2024 budget for mapping software, as needed. In the Miscellaneous Contractual line \$11,445.64 was encumbered to allow for the possibility of continued work with London Environmental.

2. 2024 Budget Report

Nancy Heinzen reported that dues have been received from 8 out of the 13 MS4 communities. She also explained that due to an invoicing error, the Village of Voorheesville will pay \$91 less in dues. Overall, this will not affect Coalition revenues.

There are already some unexpected expenses. According to Meticulosity, the software which supports the Coalition website (WordPress) needs to be upgraded. Meticulosity quoted a fee of \$1750 which includes 10 hours of development time and website redesign. There are funds in the Miscellaneous Contractual line to cover this expense.

Due to the anticipated move from 175 Green Street to the County DPW Voorheesville office, travel expenses, in particular mileage reimbursement, may increase for Coalition staff who typically use their own vehicles for work. If the new Toshiba copier arrives before the move, rather than use in-house County staff to move the copier, County Purchasing recommends paying Toshiba. Should the copier get damaged, Toshiba will cover the expense.

3. Board Representation – 2024 Form (Responses; Missing Info)

The Board Representation Form which establishes who will serve on the Coalition Board of Directors was due to the Coalition Office January 11th, 2024. All but two members submitted their responses. Members were reminded to submit the form as soon as possible.

4. Contact List – 2024 (Staffing Changes; Board Reps; Annual Report 2023 Roles)

The contact list has been updated to match the changes reflected in the Board Representation Form and new staff members. The list illustrates the members who will be attending Working Group and Board Meetings and has been updated to ensure all contact information is relevant at this time. The list also identifies who on the contact list was named for a particular MS4 Permit role as listed on the Annual Report 2023. Those roles are Chief Elected Official, Duly Authorized Representative, Local Public Contact, Stormwater Program Coordinator, and Report Preparer.

5. Director-In-Training (Goals, Tasks Completed, Role of the Board)

Nancy Heinzen explained that the Director in-Training, Gabrielle Krupa inquired about receiving feedback from the group regarding performance review. Doug LaGrange will check with the County to see if there are County procedures for evaluating performance. The Board oversees the Coalition Director; therefore, the Board will be responsible for conducting this evaluation.

6. Coalition Office (Move to DPW Voorheesville)

Nancy Heinzen explained that the Coalition office is planning to relocate to the County DPW office in Voorheesville. The Coalition will begin the moving process the first week of April 2024. Coalition staff intend to return files now at the Coalition office to member communities. This will help reduce the number of files to move out to the new office. Available meeting space and onsite capabilities at DPW are currently unclear as is the working relationship between County DPW and Stormwater Coalition staff. This will be fleshed out as the moving process unfolds.

7. Letter of Support (Unassessed Stream Recommendations-HREP)

Nancy Heinzen discussed the opportunity to submit an application for the Monitoring Unassessed Stream Segments (MUSS) Program in the Hudson River Estuary. Applicants who would like high level water quality data collected for currently unassessed streams are encouraged to apply. There is no cost involved, just a commitment to distribute the data to stakeholders. There are several unassessed streams in Albany County and while which streams to assess is currently unclear, before moving forward, the Board needs to first approve writing a support letter. Once approved then establishing which streams to assess can be discussed at the next Working Group meeting. A motion to approve the support letter was made by Doug LaGrange and seconded by Garry Nathan. The motion passed unanimously.

B. Coalition 2023 Work Plan (Oct – Dec, 2023)

Nancy Heinzen reviewed the Coalition Work Plan items from October to December 2023. London Environmental completed their contract in October which included system mapping and mapper updates for Town of New Scotland, Village of Green Island, and Albany County DPW. Gabrielle has been working closely with Nancy in training for the Director role. The training has focused on learning the content of the MS4 General Permit, conducting ORI outfall inspections, ordering supplies, taking inventory for the kits, and learning the content of the construction activity permit. Additionally, the training has focused on understanding the in-kind service relationship that the Coalition has with Albany County. Nancy has been preparing Gabrielle to take over all aspects of the Board and Working Group Meetings. As the following months go on, more responsibility for these meetings will fall on the Director in-Training.

C. Coalition 2024 Work Plan (Outdated Items, Given MS4 Permit)

The current content in the 2024 Work Plan adopted by the Board in August 2023 reflects the previous MS4 permit, and changes may be necessary to reflect new requirements in the updated version of the MS4 permit. Given the timing of upcoming Board meetings, the Board may need update the 2024 Work Plan at the March 2024 Board meeting.

IV. Discussions/Decisions

A. NYSDEC MS4 Permit GP-0-24-001 (Effective 1/3/2024; Expiration 1/2/2029)

1. DEC Guidance Docs (FAQ DEC Email; Pmt; Fact Sheet; Responsiveness Summary; Tools)
2. Key Items/Implications for Coalition
3. Proposed Schedule (Permit Due Dates/WG-BOD Mtgs/IndMS4Sessions/Move/HandOff)

B. MS4 Permit GP-0-24-001 Mapping Requirements

1. Content
2. Coalition GIS (Inventory of Activities & Services)
3. Key Questions/Acting On Options

Nancy Heinzen explained that the new NYSDEC MS4 permit (GP-0-24-001) went into effect 1/3/2024 and will expire 1/2/2029. To better understand permit requirements NYSDEC released a fact sheet, responsiveness summary, and spreadsheet tools titled the SWMP Plan Component Tools and Compliance Items Summary Tool. These documents are posted on the NYSDEC website.

In a NYSDEC email shared with the Board, key due dates in the new Permit are as follows:

- The eNOI is due February 20, 2024.
- By 7/3/2024, the SWMP Plan is up to date for those items due in 6 months and available to regulators and the general public.

- The first of two Interim Progress Certification Reports is due October 1, 2024.
- The Annual Report is due April 1, 2025. There is no Annual Report due in 2024.

The Coalition is currently working on maintaining the balance between training the new Director; managing the new MS4 General Permit; as well as preparing for office move to County DPW Voorheesville. Nancy Heinzen provided a rough outline and schedule of what needed to be completed by when.

Immediately the Coalition will focus on scheduling February and March sessions with each MS4 community. The purpose is to discuss the content of the new permit and SWMP Plan items to have available by July 3, 2024. The sessions will be held at the office of MS4 communities. This will give Gabrielle Krupa a chance to better understand the unique characteristics of each community while potentially meeting the full range of individuals responsible for implementing MS4 Permit responsibilities.

The move will take place the first week of April, after the sessions, with Gabrielle Krupa assuming responsibility for February and March Working Group meetings, as well as the March 22, 2024, Board meeting. Meanwhile, Nancy Heinzen who has set a retirement date of April 25, 2024 (last day April 24, 2024) will focus on mapping requirements named in the new MS4 Permit. How best to accommodate mapping interests going forward is unclear, with the goal of researching and recommending a particular action plan for the Coalition of interest.

IV. Adjourn

A motion to adjourn the meeting was made by Maggie Alix and seconded by Nicole Ognan. The motion passed unanimously.

These minutes were approved at the March 22, 2024 Stormwater Coalition Board of Director's meeting.