

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, March 22, 2024
Municipal Center
19 George St, Green Island, NY
8:35am to 10:10am**

FINAL MINUTES

Board of Directors Attending:

Peter Beck, City of Albany (Board alternate)
Eric Johnson, Town of Bethlehem
Garry Nathan, City of Cohoes (Board alternate, note taker)
Matt McGarry, Town of Colonie
Maggie Alix, Village of Green Island
Ken Kolvachek, Town of Guilderland
Dave 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:

Stephen du Moulin, Village of Altamont
Nancy Heinzen, Coalition Stormwater Program Director
Gabrielle Krupa, Coalition Stormwater Program Director

Absent:

Lucas Rogers, Albany County
Brad Bunzey, University at Albany - SUNY

I. Approval of January 19, 2024 Board Meeting Minutes

A motion to approve the January 19, 2024 Board Meeting minutes was made by Maggie Alix and seconded by Garry Nathan. The motion passed unanimously

II. Reports

A. Coalition Administration

1. 2023 Budget Report (2023 Books Closed 3/17; 2023 Reserve; Enhanced Salary \$3700; Misc. Equip. Liquidation)

The books closed for 2023 on March 17, 2024. At the end of 2023, \$7,128.32 was taken out of the reserve line to cover remaining expenses. The balance of reserves as of 12/31/23 is \$139,578.65.

Despite reaching out Management & Budget about the enhanced pay budget line issue, there is still no change. There is a remaining balance of \$3700 in the 2023 enhanced pay line.

In the Misc. Equipment line \$4602.54 was spent on two workstations available which will include laptops, accessories, monitors and office suite products. The encumbered amount of \$208.48 represents the purchase of the Kofax PDF software that will come out of the 2024 budget.

In the Miscellaneous Contractual line, \$11,445.64 that was anticipated to be encumbered for London Environmental has been liquidated. This was due to a filing issue as the purchase was filed at the end of 2022 and spanned over 2023 and there is a 2-year liquidation rule through the Comptroller's office.

2. 2024 Budget Report

Gabrielle Krupa reported that dues from all 13 MS4 communities have been received. The total amount acquired in dues is \$120,524. The available budget reflects -\$92 as a result of the billing error with Voorheesville expressed previously. Overall, this will not affect Coalition revenues.

Due to Nancy's retirement, money will be taken out of the Accrued Vacation line, which currently totals \$17,763. Nancy's last day will be April 24, 2024, and the estimated amount to be taken out of this line will be \$11,435. This number is based on the 40-hour work week and reduced salary that Nancy is receiving under the Tech/Admin Assist-GIS/GPS line.

In 2024, the money in the Computer Supplies line has been spent towards ArcGIS online viewer license and credits. These licenses will expire in the beginning of 2025. Additionally, money has been spent under the Miscellaneous Contractual line to cover the expenses for Meticulosity upgrades and website redesign. The total cost for these updates was \$1750. We are meeting with them within the week for training and potential additions.

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. It will cost \$250 to have the Toshiba machine moved to the new office in Voorheesville.

3. Coalition Letter of Support – (HREP Unassessed Streams Application)

Gabrielle Krupa shared the Coalition Letter of Support submitted for the Hudson River Estuary Program Unassessed Streams application. The two streams selected for the application are located in the Town of Guilderland and they drain to the Watervliet Reservoir, the focus of a Source Water Protection Plan managed by the Capital District Regional Planning Commission. This letter was submitted on February 1, 2024.

4. Key Deadlines and Dates (Calendar, 6-month deadlines, Office Relocation, NH Resignation)

Gabrielle Krupa noted key permit deadlines and important dates in 2024. Throughout the months of February and March, Nancy and Gabby met with every municipality (with the exception of UAlbany) to go over the new MS4 permit 6-month deadlines as well as allow the chance for Gabby to visit each municipal office. According to the new permit, on July 3 SWMP plans must be made available to the public along with any 6-month requirement deadlines.

The quarterly Management and Budget Meeting took place on March 19. This was a standard meeting where the current expenses were reviewed as well as analyzing remaining funds. Overall, the Coalition finances are in good standing up to this point.

The office move is planned to begin April 1 and continue for the next week or two depending on how long it will take. They will work on sorting, tossing, packing, and archiving materials.

Nancy's last day with the Coalition will be April 24, 2024. A letter of resignation was submitted to the Commissioner of DPW- Lisa Ramundo, the Chairperson of the Stormwater Coalition – Douglas LaGrange, and the Stormwater Coalition Host Liaison – Patrick Curran. The letter of Resignation was sent out on March 13, 2024.

III. Discussion/Decisions

A. NYSDEC MS4 Permit GP-0-24-001 Update

- 1. Key Dates and Timeline**
- 2. SWMP Plan Sessions**
- 3. Follow Up Questions – Content and DEC Response (?)**

B. Coalition Next Steps and GP-0-24-001 Implementation

- 4. Proposed 2024 Work Plan**
- 5. Mapping Requirements – Options and Dataset Inventory**

Nancy Heinzen led the discussion on the key permit dates and timeline for NYSDEC MS4 Permit GP-0-24-001. The New MS4 Permit has deadlines for items at the 6-month, 1-year, 2-year, 3-year, and 5-year marks. On July 3rd, the SWMP Plan must be made available to the regulators and the public and on October 1st the Interim Progress Report is due. Additional 6-month deadlines include:

- Develop written staffing plan/organizational chart for the roles and responsibilities for each corresponding to the required elements of the SWMP
- Make current SWMP Plan available to regulators and the public
- Include the required components in the comprehensive system mapping
- Develop an enforcement response plan which clearly describes the actions to be taken for violations that the MS4 Operator has enacted for illicit discharge, construction, and post-construction
- Make information related to the prevention of illicit discharges available
- Identify a local point of contact to receive and respond to public concerns regarding stormwater management and compliance with permit requirements.
- Establish an email or phone number for the public to report illicit discharges
- Establish an email or phone number for the public to report complaints related to construction stormwater activity
- Develop inventory of construction sites
- Develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways

Stormwater Coalition SWMP Sessions for the MS4 Permit GP-0-24-001 requirements that took place February to March 2024. Nancy and Gabby met with each municipality with the exception of UAlbany and Village of Menands. These sessions focused on a review of handouts (MS4 Permit, Key Permit Items, Record Retention Analysis), the SWMP Plan Check list, Coalition MS4 member Records, and looking ahead 2024 Calendar and Beyond, specifically focusing on the 6-month deadlines listed above. Each municipality is at a different point in fulfilling the requirements due to staffing and resource differences. The new mapping requirements are an issue for some due to lack of coalition mapping staff and municipal mapping capabilities.

A set of clarifying questions that point to certain parts of the MS4 permit has been sent out to Christina Chiappetta and we are still waiting on a response. Once answers are received, they will be sent out to the rest of the group.

At the Working Group Meeting on 2/22/24 there was a consensus that to meet the new permit requirements, the Coalition needed to be more explicit regarding the tasks to be completed on behalf of all members. The members decided that there was no need to update the IMA-MOU, but the Coalition needed to update the content of the 2024 Coalition Work Plan. In particular the 2024 Work Plan needs to “identify the activities that the entity be responsible for including the particular MCM, location, and type of work” as stated explicitly in the permit. The work plan needs to focus on the requirements due in six months where a shared approach could be beneficial; items due within a year of the Effective Date of Coverage 1/2/2025, effectively by the end of 2024; and other high priority tasks as suggested by the Permit and revealed during one-on-one SWMP Plan sessions with all Coalition members.

The proposed revised 2024 Work Plan includes changes to reflect the new MS4 permit. With the same framework as the previously passed 2024 Work Plan, additions include:

- Indications to where permit requirements are found within the new permit
- Creation of Coalition organizational chart and staffing plan
- Creation an illicit discharge flyer - inserting individual member’s local point of contact info and explain procedures for reporting an illicit discharge or filing a construction activity complaint
- Assisting in the development and circulation of procedures related to IDDE and construction oversight programs.

One section, item 2b. – “updating, preparing, and posting an annual evaluation of Stormwater Management Program Implementation” has been dropped. It is no longer required in the new MS4 permit.

Three mapping options were proposed to the group as possible solutions moving forward. There still needs to be more discussion and communication with Albany County and more information on all accounts is needed before moving forward with any decisions. A spreadsheet with mapping data information (the dataset inventory) for each municipality was distributed to the group. This allowed each member to know what the Coalition has and where it is stored.

A motion to pass the revised 2024 Work Plan was made by Dave Dressel and seconded by Eric Johnson. The motion passed unanimously.

IV. Adjourn

A motion to adjourn the meeting was made by Frank Fazio and seconded by Zach Harrison. The motion passed unanimously.

These minutes were approved at the June 21, 2024 Stormwater Coalition Board of Director’s meeting.