

*Stormwater Coalition of Albany County
Board of Directors*

**Friday, June 21, 2024
Municipal Center
19 George St, Green Island, NY
8:33am to 9:50
MINUTES**

Board of Directors Attending:

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

Also Present:

Gabrielle Krupa, Coalition Stormwater Program Director

Absent:

Lucas Rogers, Albany County
Brad Bunzey, University at Albany – SUNY
Ken Kolvachek, Town of Guilderland

I. Approval of March 22, 2024 Board Meeting Minutes

A motion to approve the March 22, 2024 Board Meeting minutes was made by Maggie Alix and seconded by Pete Beck. The motion passed unanimously.

II. Reports

A. Coalition Administration

1. 2023 Budget Report (Reserves)

\$7,128.32 was taken out for reserves in 2023. The 2024 budget for reserves is \$4,857.00. The total amount remaining in reserves for 2025 is \$134,721.65.

2. 2024 Budget Report (Expenditures, Encumbrances)

The remaining balance in the Tech/Admin Assist-GIS/GPS line is \$24,351.66 post Nancy Heinzen's retirement. Potential uses for the remaining balance have been discussed but no changes have been made at this time.

The accrued vacation balance is \$6,334.44 which is also the remaining balance post Nancy's retirement.

The remaining budget for Conferences and Training at this point is \$420. Dates for NYSDEC sponsored 4hr Erosion and Sediment Control training have been shared with the group.

In the Equipment Repair and Rental line \$291.33 has been encumbered due to our lease with National Business ending at the beginning of the year. This amount will be closed out at the end of the year.

B. Coalition 2024 Revised Work Plan (March to June; Office Move; Working Group Meetings; County GIS Updates)

By the end of March, the Coalition concluded hosting sessions with each of the municipalities to discuss in detail the 6-month MS4 permit requirements in the new permit. The office relocation from 175 Green Street in Albany to 449 New Salem Road in Voorheesville occurred during the months of April and May. The process entailed sorting, packing, and archiving materials. Nancy Heinzen's date of retirement was April 24, 2024.

The Working Group meeting scheduled for April 25, 2024, was canceled due to the moving process. The Working Group meeting on May 23, 2024, served as a catch-up meeting and a chance for the new director to settle into the role. A feedback survey was sent out to the Working Group to gauge what the group would like to focus on as the new Director assumes the role. Overall, the responses concluded that the group would like to have more engaging discussions about permit requirements and more information sharing among municipalities. Additionally, as the 6-month deadline (July 3rd) is rapidly approaching, the Director will provide a list of Coalition activities to each of the members at the next Working Group meeting.

Gabrielle Krupa (the Coalition Director), Ken Galluccio (Albany County GIS), Laura DeGaetano (Coalition Member), Michael Lalli (Albany County Exec), Patrick Alderson (Albany County Exec), Patrick Curran (Albany County Exec), Doug LaGrange (Coalition Chairperson) and Garry Nathan (Coalition Rep) met to discuss the possibility of merging stormwater GIS responsibilities into the current GIS Coordinator's workload. After the discussion, a conclusion was made that merging the duties of the Stormwater position in DPW with the GIS Position in Stormwater is not feasible. Michael Lalli stated that the possibility of creating a new GIS position that could be shared between Stormwater and DPW, but the creation of that position will not occur until 2025.

III. Coalition Budget and Work Plan

A. 2025 Budget & Dues Scenarios

1. History June 2024 (IMA-MOU, 2024 Budget Dues – Work Plan Decisions, Assumptions, Mapping Requirements)

Gabrielle Krupa reviewed the 2024 Budget and Dues with the Group. The group looked at each of the line items and the budgeted amount for each that was planned for the year of 2024.

2. Budget and Dues Scenario

One budget scenario was pitched to the group and was meant to include modest increases. The Coalition Director provides full time support for basic services. Due to Nancy Heinzen's retirement, this scenario presents only one full time staff person. However, this scenario includes a \$55,000 for Temp Help which will be used to carry out additional GIS services. Temp Help will provide some GIS support, data management, ArcGIS Online Mapper Access, SVY123 Inspection use support, License management. The Personnel Services lines are seeing decreases as Gabrielle is a newer employee and does not need funds in the lines for longevity raise, health insurance buyout, and accrued vacation.

The other budget lines such as postage, office supplies, telephone, printing and advertising, fees for services, and equipment repair and rental have remained mostly the same or have shown a slight increase to account for inflation.

No storm/CSO infrastructure field mapping; no mapping equipment upgrades. ArcGIS Online Term Licenses purchased to support viewing mappers and inspections within Coalition ArcGIS Online Organization. \$5K set aside for GIS/mapping/web mapper consultant services.

3. Decisions (Which 2025 Budget? Individual member dues? Considerations?)

Members of the Board approved the budget presented, having requested the following changes.

1. Add more funds to conferences and training
2. Decrease Misc. Equipment line
3. Add fringe benefits for the Temp help line.
4. UAAlbany will not pay for Tier 1 GIS services so this should be dropped.

A motion to pass the budget with the following changes was made by Doug LaGrange. The motion was seconded by Maggie Alix. The motion passed unanimously.

B. 2025 Work Plan

1. Scenarios (Basic Services; Additional Services-GIS)

The 2025 Work Plan had already been adjusted earlier in the year due to the release of the new MS4 Permit GP-0-24-001. The 2025 Work Plan was presented written exactly the same as the 2024 revised work plan with no additional changes.

2. Decisions (which Budget, which Work Plan?)

Under the assumption that the work plan will be revised once the Temp Help line duties have been determined, a motion was made by Maggie Alix to pass the 2025 Work Plan. The motion was seconded by Frank Fazio. The motion passed unanimously.

C. Next Steps

1. Coalition 2025 Budget (submitted to county exec by July 8, 2024)

Gabrielle Krupa will submit the 2025 budget information via MUNIS by the July 8th deadline.

2. Statement of Intent 2025 (Form will send to MS4s, return by Aug 15)

Based upon the Budget that was passed today, the Director will send out all Statement of Intent forms to all Coalition members. The dues amount varies for each member as per the point system

described in the IMA-MOU document. It is requested that the Statement of Intent forms be sent back to the Coalition Director by August 15th.

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 September 20, 2024 Stormwater Coalition Board of Director's meeting.