Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS		2025											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
BASIC SERVICES From SW Agmt 2023 - 2027 IMA-MOU (Section 4.0) **Responsible Party: Coalition Stormwater Program Director**													
1. Serve as a clearinghouse for information concerning the MS4 Permit and stormwater management generally by facilitating the routine sharing of expertise, data, and program resources.													
Actions	*1.1 Manage monthly Working Group meetings (research/prep content, prep agenda & handouts, faciliate mtgs, plan/coordinate/manage Coalition-wide activities, share regulatory/enforcment information).*	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
2. Implement MS4 Permit requirements collaboratively for the purpose of MS4 Permit compliance as allowed and described in the most current MS4 Permit. Current MS4 Permit: NYS DEC GP-0-24-001. Collaborative activities may include, but are not limited to:													
a. Preparing and submitting a joint annual report to NYSDEC													
Actions	*2.a.IV. **Shared Annual Reporting.** Coordinate and Submit Shared Annual Report by April 1, 2025 for Reportinig Year 1/3/2024 to 1/2/2025. Maintain relevant records required by the SPDES general permit for a minimum of (5) years after they are generated. **(GP-0-24-001 Part V.B.4)***	▓	▓	▓	▓								
~~**b. Updating, preparing, and posting an annual evaluation of Stormwater Management Program Implementation**~~ DROPPED - no longer requred annually in MS4 Permit													
c. Implementing those components of the MS4 Permit where a Coalition-wide approach serves all members equally and is agreed to by all Members													
Actions	*2.c.i. **Alternate Implementation Options.** Assist in preparing certification statement for co-signatories of the Coalition IMA-MOU that explains that the MS4 Operator is responsible for compliance with this SPDES general permit. **(GP-0-24-001 Part IV.A.1.a.iii.)***	▓	▓	▓	▓			▓					
	*2.c.ii. **Alternate Implementation Options.** Update 2024 Work Plan so that it identifies the activities that the entity will be reponsible for includling the particular MCM, the location, and type of work. **(GP-0-24-001 Part IV.A.1.a.iv.)***			▓	▓								
	*2.c.iii. **Staffing Plan/Organizational Chart.** Create Coalition organization chart and staffing plan for members to incorporate into MS4 Operator Staffing Plans/Organization Charts. Reference Coalition Working Group meetings as the mechanism to communicate and coordinate responsibilities of the 'entity' as a party assisting the MS4 Operator in implementing their SWMP Plan. **(GP-0-24-001 Part IV.A.2.)***												
	*2.c.iv. **Mapping.** Provide information so that member communities understand mapping requirements and options for addressing mapping needs. **(GP-0-24-001 Part IV.D.)***	▓	▓	▓	▓			▓					
	*2.c.v. **MCM 1 Public Education. MCM 2: Public involvement.** Manage Coalition website - post Board mtgs, solicit/receive public comments and post Final documents (Joint Annual Report), solicit volunteers (clean ups, stream monitoring), and post educational stormwater brochures. (**GP-0-24-001 Part VI.A.2.a; VII.A.2.a; Part VI.B.2; VII.B.2)***	▓	▓	▓	▓			▓	▓	▓	▓		
	*2.c.vi. **MCM 1 Illicit Discharge Education** . MCM 3 Public Reporting of Illicit Discharges. MCM 4 Public Reporting of Construction Site Complaints. Use the Illicit Stormwater Discharge flyer from the NYS Department of Transportation as a template flyer. Insert individual member's local point of contact info and explain procedures for reporting an illicit discharge or filing a Construction Activity complaint. **(GP-0-24-001 Part VI &VII.A..1.d; Part VI &VII.C.a; Part VI &VII.D.2.a)** . Prepare flyer for all Coalition member communities with individualized information.*												
	*2.c.vii. **MCM 2 Stewardship.** C oordinate 1 WAVE volunteer stream monitoring event, identify two or more monitoring sites, locate volunteers; conduct event; share results. **(GP-0-24-001 Part VI &VII.B.1.d.vi)***						▓	▓	▓	▓			

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS

		2025											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Actions	*2.c.viii.* **MCM 3 Monitoring and Inspection Sampling Program.** *Manage monitoring location inventory kits; purchase supplies as needed; purchase water testing lab services for use by Members, as needed.* **(GP-0-24-001 Appendix D Monitoring Locations Inspection and Sampling Field Sheet)**												
	2.c.ix. **MCM 3 Illicit Disharge and Detection Programs - Procedures.** *Assist in the development and circulation of procedures for the monitoring locations and inspection sampling program, illicit discharge track down program, and illicit discharge elimination program.* **(GP-0-24-001 Part VI. & VII.C.)**												
	2.c.x. **MCM 3 Illicit Disharge and Detection Programs - Training.** *Coalition facilitates training of MS4 Operator staff of member communities in IDDE program procedures. Connects in-house and outside sources of knowledge and expertise with member communities who need to train their staff.* **(GP-0-24-001 Part VI. & VII.C.)**												
	2.c.xi. **MCM 4 Construction Oversight Program - Procedures.** *Assists in the development and circulation of construction oversight procedures, including: when the construction site stormwater control program applies; what types of construction activity require a SWPPP; procedures for submission of SWPPPs; SWPPP review requirements; pre-construction oversight requirements ; construction site inspection requirements; construction site close-out requirements; enforcement process/expectations for compliance; and other procedures associated with the control of stormwater runoff from applicable construction activities.* **(GP-0-24-001 Part VI. & VII.D.3.a.)**												
	2.c.xii. **MCM 4 Construction Oversight Program - Training.** *Coalition facilitates training of MS4 Operator staff of member communities in construction site oversight procedures. Connects in-house and outside sources of knowledge and expertise with member communities who need to train their staff.* **(GP-0-24-001 Part VI. & VII.D.3.a.)**												
3. Contract for the provision of services and the purchase of goods in support of its purposes. The procurement of any services will comply with the requirements of General Municipal Law.													
Actions	3.1 Manage purchases, research products, submit requisition, monitor POs, pay invoice, use MUNIS system, troubleshoot order and billing issues.												
	3.2 For services of a certain amount which require vendor quote or contracts, follow County Purchasing protocol. May require drafing Request for Proposal (RFP); providing purchasing with vendor lists; attending and/or presenting RFP at vendor info meeting; reviewing submitted proposals; coordinating proposal review & ranking sessions; working with Law Dept to develop contract, negotiating contract items with vendor, finalizing contract, monitoring and approviing completion of contracted tasks, processing bills. Possible contracts 2024: GIS/Field Mapping/ ArcGIS Online services, to be determined.												
4. Subject to the approval of lead agencies named in grant applications: on approval of all Members, apply for, administer, and implement stormwater program related grants.													
	4.1 This is an unpredictable 2024 Work Plan item. Historically the Coalition has received NYSDEC WQIP grants. But, more recently available grant funding does not match needs of Coalition members. For 2024, in early May typically, grant funding may become available from NYSDEC. If attractive, all componants of submitting an application by the deadline named in the grant documents would apply. Other ongoing Coalition work plan items scheduled during grant preparation may need to be postponed.												

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS		2025											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
5. Manage Coalition operations so that Coalition services are delivered to the satisfaction of all Members.													
Actions	*5.1 Manage all aspects of Coalition Board meetings (agenda prep/review; minutes, budget reports, content, Chair coordination, postings of public meeting info, hiring decision, contract decisions)*	■		■		■		■		■		■	
	5.2 Manage all aspects of Working Group meetings (agenda, content, meeting location, facilitation, follow up) and special interest commitees; special interest committees include preparation, facilitation, follow up, documents, as needed.	■		■		■		■		■		■	
	5.3 Manage and guide work of Coalition staff and consultants (priorities, implementation timelines, integration with other Coalition activities and MS4 Permit requirements)	■	■	■	■	■	■	■	■	■	■	■	■
	5.4 Manage all aspects of hiring and training Coalition staff (Civil Service spec, Affirmative Action approvals, job flyers, participation of Board reps in interviews, selection of candidates, communication with candidate, HR paperwork, County IT set up, training content).	■	■	■	■	■	■	■	■	■	■	■	■
	5 .5 Manage all aspects of Coalition IMA-MOU updates and amendments (text, input, Law Dept review, communication, monitor governing board decisions, obtain signature pages, troubleshoot). (Part IV.A.1.d)	■	■	■	■	■	■	■	■	■	■	■	■
	5.6 Prepare and send invoices for Member dues, monitor issues	■	■	■									
	5.7 Prepare and submit End of Year forms for County Comptroller, establish Coalition Fund Balance ('Reserve')	■	■	■	■	■							
	5.8 Prepare and submit Coalition budget for upcoming year. Attend Management and Budget quarterly meetings; prep/attend annual Audit and Finance Committee meeting (Coalition budget review)						■			■			
	5.9 This is an unpredictable WorkPlan activity, which happens with some regularity after Board mtgs. When legislative action is required (ex. amendments to Coaliton budget, IMA-MOU governing board approval, grant application approvals), submit Request for Legislation action documents to County Exec's office & Leg, attend Leg Committee meetings, monitor final Leg vote	■		■		■		■		■		■	
6. Communicate Members' interests to relevant parties													
Actions	*6.1 This is an unpredictable 2025 Work Plan item. As needed or requested the Coalition provides letters of support for other grant applications submitted by Members and/or letters of concern or interest regarding a stormwater issue. Discussed with Board, if possible. Contact DEC regarding permit requirements and distribute information as needed.*	■	■	■	■	■	■	■	■	■	■	■	■
7. Facilitate the sharing of information pertaining to regulator audits, inspections, and policy directives generally; provide support as needed.													
Actions	*7.1 This is an unpredictable 2025 Work Plan item. As needed Coalition staff support and provide guidance when an MS4 is audited. Changes in regulatory policy are communicated at Working Group meetings, if clear, and as needed.*	■	■	■	■	■	■	■	■	■	■	■	■
8. Provide information regarding MS4 Program and stormwater management funding mechanisms which are sustainable, long term.													
Actions	*8.1 This is an unpredictable 2025 Work Plan item. Information is shared if available regarding any changes state-wide in how to pay for the MS4 Program and stormwater management generally.*	■	■	■	■	■	■	■	■	■	■	■	■
9. Identify issues of concern related to stormwater management; coordinate a Member-wide response; and advocate for appropriate changes.													

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS		2025											
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Actions	9.1 This is an unpredictable 2025 Work Plan item. Depending in status of updated MS4 Permit, prepare and submit comments from the Stormwater Coalition and participate in stakeholder meetings sponsored by NYSDEC.												

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS			2025											
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ADDITIONAL SERVICES - GIS From SW Agmt 2023 - 2027 IMA-MOU (Section 5.0, Section 10.3, and Appendix A).														
Responsible Parties: To be determined. Minimally Coalition Director (Purchasing, Communication, & Coordination)														
Additional GIS Services listed in IMA-MOU	**a. Create and update stormwater, combined, and sanitary infrastructure data**													
	b. Create and maintain ArcGIS Online (AGOL) Web Application "Viewing Platforms"													
	c. Facilitate the sharing and viewing of water infrastructure data													
	d. Create and maintain ArcGIS Online Inspection Forms													
	e. Purchase and manage GIS software licenses													
	f. Train Members in use of GIS applications developed by the Coalition													
	g. Manage GIS projects efficiently so that all receive requested services				**2025 Additional Services - GIS**									
2025 Work Plan **Individual Members**			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
City of Albany	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**													
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.													
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)													
	None													
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)													
	None													
Village of Altamont	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**													
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.													
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)													
	None													
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)													
	None													

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS				2025											
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Town of Bethlehem	Tier 1 Coalition-wide - Shared Viewing/Products $1500														
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														
City of Cohoes	Tier 1 Coalition-wide - Shared Viewing/Products $1500														
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														

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		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Town of Colonie	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**												
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.												
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)												
	None												
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)												
	None												
Village of Green Island	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**												
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.												
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)												
	None												
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)												
	None												

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Town of Guilderland	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**												
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.												
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)												
	None												
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)												
	None												
Village of Menands	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**												
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.												
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)												
	None												
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)												
	None												
Town of New Scotland	**Tier 1 Coalition-wide - Shared Viewing/Products $1500**												
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.												
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)												
	None												
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)												
	None												

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				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Village of Voorheesville	Tier 1 Coalition-wide - Shared Viewing/Products $1500														
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														
City of Watervliet	Tier 1 Coalition-wide - Shared Viewing/Products $1500														
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														

Coalition 2025 Work Plan - BASIC SERVICES and ADDITIONAL SERVICES - GIS				2025											
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U Albany - SUNY (Uptown Campus)	**Tier 1 Coalition-wide - Shared Viewing/Products**														
	None														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														
Albany County	**Tier 1 Coalition-wide - Shared Viewing/Products $1500** *Albany County: Services included with County Coalition Support as stated in IMA-MOU.*														
	WebApps/Datasets/ArcGIS Online Inspections: Coalition Director manages and/or assigns tasks to other responsible parties which includes: establishing & maintaining access to existing ArcGIS Online Stormwater Program Mappers; purchase of ArcGIS Online Coalition Organization licenses to view mappers and/or conduct inspections, as needed; management/distribution of Coalition storm/CSO infrastructuree datasets; training/support for use of ArcGIS Online technology for MS4 permit related inspections, as needed.														
	Tier 2 Infrastructure Map'g & Inspections $3500 (partial $ option)														
	None														
	Tier 3 Infrastructure Map'g & Special Projects $7000 (partial $ option)														
	None														

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To Be Determined, County GIS Coordinator (?)	**Tier 1 Coalition-wide - Shared Viewing/Products**														
	III. Sharing-Viewing Data: Coalition Director (?) maintains and/or assigns maintenance of existing Stormwater Program Mapper to other responsible partiess, includes sharing access with all Coalition members, data management and distribution of Coalition GIS storm/CSO infrastructure data, and ArcGIS Online Inspection support.														
	VII. Project Management: Coalition Director (?) identifies data sharing concerns member-wide; develops and/or assigns the development of a policy document based on Coalition data sharing experience and consensus; presents to Coalition Board for approval and County GIS Coordinator, as needed; distributes to all members and Albany County.														
	Tier 2 Infrastructure Map'g & Inspections														
	None														
	Tier 3 Infrastructure Map'g & Special Projects														
	None														