

**Ontario-Wayne Stormwater Coalition
Minutes
Walworth Town Hall
October 15, 2019**

PRESENT:

Coalition **Voting Members** / *Alternates*

Town of Farmington - **Dan Delpriore**, *Paul Crandall*

Town of Victor - **Keith Maynard II**, *Al Benedict*

Village of Victor - **John Turner**

Town of Walworth – **Norm Druschel**, *Linda Kleeman*

Wayne County Highway - **Brian Frey**

ABSENT:

Ontario County Highway - **John Berry**

Town of Macedon - **Scott Allen**

Town of Ontario – **Adam Cummings**

Other Attendees: Kim Boyd –BME Associates, Alyssa Benjamin-MRB Group, Alaina Robarge-OCSWCD, Megan Webster, OCSWCD, Diana Thorn-OCSWCD, Lindsey Gerstenslager-WCSWCD, Luke Scannell-NYS DEC

Chairman Frey called the meeting to order at 9:30am.

MINUTES

The September minutes were reviewed – no comments were made.

Motion to approve September minutes.

Made by Keith Maynard, seconded by Norm Druschel

All in favor; Carried.

OLD BUSINESS

a. Alaina Robarge Conservation District Educator Update

Alaina reported that last month she represented the Coalition at Fun on the Farm. Alaina and Megan were there on Friday and did the watershed model. Over 900 students from area schools were at the event. On Saturday Diana had a table with information and handouts for the general public.

Alaina is finalizing the updated pet waste brochure. She will bring the final draft to the next meeting. Alaina shared that the logo could be updated and Lindsey from WCSWCD said that she would take responsibility for cleaning up the logo and getting it to Alaina in a variety of usable formats.

Pet waste bag dispensers should be in soon.

b. Luke Scannell DEC Update

Luke reported that the EPA has received a complaint about retention pond maintenance in the Town of Ontario. Luke reminds Coalition members to keep up on the maintenance of their ponds to avoid these types of situations.

Luke also reminded members to keep a list of all stormwater / retention related areas. In the case of properties that you don't have legal access to, make a note of the circumstances and the efforts you have made to inspect and enforce maintenance.

c. Kim Boyd BME Update

Kim received some comments on the draft of the strategic plan. She made the changes but has not finalized anything pending the approval of the budget.

Kim printed the spreadsheet for keeping track of events (how many people and the number of promotional materials distributed). She would like members to look it over and think about the target audience, the cost to the Coalition, and the impact the event has. Review what we are doing and see if we want to make changes. Kim suggested that the Coalition add events targeted towards businesses and construction operators. It was also suggested that the Erosion and Sediment Control course offerings be included in the spreadsheet.

The question of how much outreach is mandated was posed to Luke. Luke responded that there isn't an actual number. Luke recommended that each member participate in local community festivals/events to meet this requirement. Members were reminded and encouraged to participate in events as they come up and limit the amount of funding directed towards paying BME and OCSWCD to handle these events. Please remember to complete the spreadsheet on Google Docs when you have an event or email the information to Kim or Alaina so that it is recorded and included in the annual report.

d. Lindsey Gerstenslager- Wayne County Tire Recycling Event Update

Lindsey apologized for the incorrect address appearing on the initial flyer. They are trying to make sure that the correct address is being used on all advertising at this point. When people call in to register they are being told the correct address and people that use the online form receive an email confirmation with the correct address. Lindsey reported that most people are using the online registration form. There continues to be no cost associated with this program with the towns supplying one truck, a driver, and one worker as in kind support.

Lindsey also reported that WCSWCD has employees working on finishing the process to become instructors for the DEC required Erosion and Sediment Control 4 hour course.

e. Committee reports:

- i. Awards/Businesses committee – no report
- ii. Brochures/Outreach – Work continues on the pet waste brochure.
- iii. 3 Year Strategic Plan – Kim will update once the budget is approved.
- iv. Budget Committee

The budget committee met on October 7th. Chairman Frey reported that they discussed the current state of the fund balance. Several years ago, it was decided to spend down the fund balance. The committee has agreed that they now need to focus on bringing spending in line with the revenue received through the dues each municipality pays. The committee agreed to aim for maintaining a fund balance amount around the amount received in revenue each year.

The meeting attendees went through the proposed budget line by line. (See attached budget spreadsheet.)

Website:

Discussion was had about researching more cost effective options in the future. Website expenditure line was left at \$500.

Training Assistance:

Discussion was had about reminding each municipality that this money is available. It has not been fully utilized. Group agreed to try a lower amount in order to maintain this line in the budget in the future. Line set at \$2,400 with each municipality eligible for up to \$300.

Motion to approve \$2,400 for training assistance, up to \$300 per member.

Motion made by Keith Maynard, seconded by Dan Delpriore.

All in favor; Carried.

Marketing/Outreach:

Signage was cut from the budget. Signs were recently ordered and the group decided that Towns can order and pay for signs on their own as needed going forward.

Promotional materials – Many were ordered in 2019 so the group agreed that this line can be reduced to \$3,000 for 2020.

The group discussed follow-up with Causewave. The follow-up survey would likely occur in 3-5 years. This line was zeroed out for 2020.

Clean up days funds were also removed from the budget.

Final amount for Marketing/Outreach is \$3,000.

Audit Assistance:

Discussion was had about the value of this line item and how to distribute it.

**Motion to include \$6,000 in the 2020 budget - \$3,000 maximum for 2 different members in one year. Any remaining funds go back to fund balance.
Motion made by Norm Druschel, seconded by John Turner
All in favor; carried.**

This line will remain in the 2021 budget as well.

BME:

Kim reviewed the draft contract with BME line by line.

The budget committee recommends that the annual report line, the DEC liaison line and the technical assistance line be increased. It is recommended that the municipal meetings line be reduced and that the Coalition use the OCSWCD Conservation District Educator for some of these meetings. It is recommended that the public outreach line be eliminated as the Conservation District Educator does this work. Lastly, it is recommended that the strategic plan line be reduced.

The budget committee pointed out that BME and OCSWCD do work that the members can't and they agreed that these are services worth paying for. However, they strongly recommend that the Coalition be mindful of when they are using these paid consultants and not have both organizations working on the same projects/events.

Kim Boyd left the room. Further discussion was had about how the Coalition uses BME and the budget committee reported that they believe that the increases and cuts are in line with Coalition needs. The annual report is taking more time because the DEC is looking at it more closely.

A question was asked about if the audit assistance money and the DEC liaison money to BME was a duplication. It was explained that those are actually two benefits to members. The audit assistance is financial assistance and the funds allocated to BME for this purpose pay for Kim to be at audits addressing Coalition related issues.

It was suggested that the Coalition consider switching to 6 meetings per year to save money. This was discussed and will be voted on in December.

Motion made to budget for BME as follows:

DEC permit assistance	\$4,000
Coalition meetings	\$2,500
Municipal meetings	\$1,500
Public Outreach	\$0
Tech Assistance	\$4,000
Annual rpt prep	\$5,000
Strategic planning	\$2,500

Total: not to exceed \$19,500. Clarification needed on hourly rates – the Coalition would like to see hourly rates for each service and rates above \$70 per hour need prior approval.

**Motion made by Dan Delpriore, seconded by Keith Maynard
All in favor; Carried.**

Kim returned to the room.

Summer Intern:

Discussion was had about the value of an intern to the Coalition versus the cost. Several ideas for other ways to complete the work the intern does were discussed and will be researched further.

**Motion to remove the summer intern from the 2020 budget.
Motion made by Dan Delpriore, seconded by Keith Maynard
All in favor; Carried.**

OCSWCD:

Discussion was had about the services received from OCSWCD. It was agreed to zero out the line for management of the intern. It was discussed that the Coalition members can attend outreach events to save money. It was also discussed that the Conservation District Educator will continue to bring events to the attention of the Coalition and seek approval prior to participating. The goal is to be more efficient with outreach efforts.

OCSWCD total \$11,000.

**Motion to accept OCSWCD agreement for services.
Motion made by John Turner, seconded by Paul Crandall
All in favor; Carried**

Full budget for approval in attached spreadsheet.

NEW BUSINESS

**Motion to change the by-laws to six meetings per year starting in January 2020.
Vote on by-laws change to be held at regular meeting December 17, 2019.
Motion made by Brian Frey, seconded by Keith Maynard
All in favor; Carried**

Draft of amended by-laws attached.

BILLS TO BE PAID

- a. BME \$770.00 - 7/16/19-8/15/19
- b. OCSWCD \$913.50 – August bill
- c. Water Education - \$1328.00 Pet waste bag dispensers

Total bills = \$3,011.50

**Motion to pay bills as submitted.
Made by Dan Delpriore, seconded by Norm Druschel
All in favor; Carried.**

TREASURER'S REPORT

September bank account data:
Beginning Balance: \$ 71,373.83
Interest earned= \$2.25
Deposits=\$0
Withdrawals=\$11,923.69
Ending Balance: \$59,452.39

Bills paid: \$10,343.69

- a. BME \$2,082.50 - 7/16/19-8/15/19
- b. OCSWCD \$546.00 – August bill
- c. 4imprint – \$1,395.19 – reusable bags with logo
- d. Macedon Center Lumberjack Festival - \$20.00 – display table
- e. Town of Farmington - \$300 – E&SC Course fee reimbursement
- f. Town of Farmington - \$6,000 – DEC Audit Assistance

Total Bills paid: \$10,343.69

Transfer to cover August bills made in September: \$1,580

Total Withdrawals for September: \$11,923.69

Bank Account is Reconciled through September 30, 2019.

**Motion to approve Treasurer's Report.
Made by Brian Frey, seconded by John Turner
All in favor; Carried.**

ADJOURNMENT

11:18am

**Motion to adjourn.
Made by Brian Frey, seconded by Paul Crandall
All in favor; Carried.**

The next meeting will be held at the Victor Town Hall on November 19th at 9:30am.

Diana Thorn, Recording Secretary