

**MINUTES OF THE ONTARIO-WAYNE STORMWATER COALITION
WALWORTH TOWN HALL
May 21, 2019**

PRESENT: Linda Kleeman-Town of Walworth, Norm Druschel-Town of Walworth, Kim Boyd -BME Associates, Megan Webster-OCSWCD, Alaina Robarge-OCSWCD, Diana Thorn-OCSWCD, Al Benedict-Town of Victor, Keith Maynard II-Town of Victor, Brian Frey-Wayne County Highway, John Berry-Ontario County Highway, Paul Crandall-Town of Farmington, Dan Delpriore-Town of Farmington, Alyssa Benjamin-MRB Group, Luke Scannell-NYS DEC, Caitlyn Murney-Coalition Intern 2019.

Chairman Frey called the meeting to order at 9:35 am.

MINUTES

The March and April minutes were reviewed – no comments were made.

Motion to approve March and April minutes.

Made by Norm Druschel

Seconded by John Berry

All in favor. Carried.

OLD BUSINESS

1. CAUSEWAVE

Alaina gave a review of what the committee has been working on with Causewave. She passed around a draft Program and Communications Plan. She will also send the draft out via email. The draft plan was created using the Coalition's mission, the Coalition's stated goals, and the results of the recent survey. The final version of this plan will guide Coalition activities and budgeting for the future. Please review the draft and provide your feedback to Alaina and Kim.

There will be one more meeting with Causewave followed by another committee meeting with the intent of finalizing the Program and Communications Plan by mid-summer.

Chairman Frey thanked everyone involved for their efforts on this very important project.

2. INTERN POSITION

Caitlyn was present at the meeting and got to meet everyone in attendance. Megan reported that the schedule is set for Caitlyn. If you have an issue and need to modify the schedule, please communicate directly with Caitlyn.

Caitlyn reported that the Coalition's digital camera is not functioning and she has had to use her personal cell phone to take pictures for Coalition work. Megan also added that the Coalition's laptop provided to the Intern is old and inefficient. Discussion was had regarding replacement of this equipment.

Motion to amend budget by moving \$2,000 from the WQIP Grant line to a new Equipment Purchase line.

Made by Paul Crandall

Seconded by Keith Maynard II

All in favor. Carried

Motion to spend UP TO \$2,000 to purchase a tablet computer with an internal camera, the appropriate software, and a rugged case. (Megan Webster OCSWCD authorized to place order on the Coalition's behalf.)

Made by Paul Crandall

Seconded by Keith Maynard II

All in favor. Carried.

Anyone who is interested in checking the old laptop for previously saved data should contact Megan Webster.

Motion to properly dispose of old laptop.

Made by Paul Crandall

Seconded by John Berry

All in favor. Carried.

3. ALAINA UPDATE

Alaina reported that she represented the Coalition at the following events:

April 12th Boy Scout meeting Gananda High School

April 26th Science Exposition Pal Mac Intermediate School

May 10th Environmental Fair Victor Junior High School (with Paul Crandall)

Alaina is working with Keith Maynard II to see if there are opportunities for her to be involved with any upcoming summer camps.

Chairman Frey thanked Alaina for her efforts on the Coalition's behalf.

4. ANNUAL REPORT

Kim thanked everyone for submitting their data. She is sending the Statement of Activities out electronically. Please review it and provide your feedback to Kim.

Kim passed out copies of the draft Annual Report Statistics and went over the numbers. Several lines were questioned and discussion was had regarding the data in this document. Kim will update the document.

A list of questions that were asked during the recent audit at the Town of Farmington was distributed. Please review this list and use it to prepare for a potential audit at your location.

NEW BUSINESS

1. Storm Drain Markers and MS4 signs

Alaina provided the following quote:

Duracast #SDF DAS Storm Drain Markers: 200 @ \$2.50 ea = \$500

DAS RS-222-5 Adhesive: 18 @ \$5.99 ea = \$107.82

Shipping: \$42.00

Motion to purchase 200 storm drain markers (including glue and shipping) for \$649.82.

Made by Paul Crandall

Seconded by Keith Maynard II

All in favor. Carried.

Alaina will order the markers. Let her know if you have a neighborhood that needs them and she will coordinate with a community group to get them installed.

MS4 signs. Chairman Frey has a quote for the signs - \$31 per sign. Decision was made not to order any at this time. Please email Alaina, Brian and Kim and let them know how many signs you have and how many you anticipate needing.

2. Edits to the Bylaws

Discussion was had regarding Paragraph #1 under Voting and Committee Structure page 3 specifically on the use of proxies to vote. It was noted that the Committee on Open Government in New York State does not recognize proxies. It is strongly suggested that each member municipality designate a primary representative and one or more alternates. Notify the Recording Secretary (Diana Thorn at OCSWCD) in writing who the designated alternate(s) is/are and that person(s) will be eligible to cast the member municipality's vote at a meeting if/when the primary representative is not able to attend. It was decided that this section needs to be edited to make this clearer and remove the language regarding the use of a proxy to vote. Several other typographical errors, omissions, and inconsistencies were noted. OCSWCD will draft necessary edits to the bylaws for presentation at the next meeting.

[Please remember that it is necessary to have 5 member municipalities represented at a meeting in order to have a quorum to vote on motions and approve payment of the bills. Attendance by a primary representative or an alternate is very important.]

3. Future Event Participation

The Causewave report, once finalized, should help planning for future event participation. Kim Boyd asked that anyone who plans to have or attend an event please let her know the date/time and topic so that she can incorporate this information in the Coalition's calendar on the website.

Alaina Robarge shared the details of the rain barrel workshops she has led recently. The Coalition expressed interest in holding rain barrel workshops in both counties.

Motion to amend the budget to move \$250 from the WQIP Grant line to Public Outreach line for rain barrel workshops in each county.

Made by Norm Druschel

Seconded by Dan Delpriore

All in favor. Carried.

Victor will host for Ontario County and Walworth will host for Wayne County.

BILLS TO BE PAID

Bills: There are 6:

Town of Walworth - \$300 reimbursement for 4hr ESC Course

Causewave - \$587.50 Survey support

Causewave - \$1,500 Staff time for survey and marketing & communications plan work

Town of Farmington - \$500 reimbursement for 4hr ESC Course

BME - \$4,282.50 – unspecified time frame, various charges

MST - \$105.00 website hosting for 3rd quarter

Total Bills for May = \$7,275.00

Motion to pay bills as submitted *EXCEPT BME bill*. BME will be tabled until we receive more information.

Made by Paul Crandall

Seconded by Norm Druschel

All in favor. Carried.

TREASURER'S REPORT

MARCH

March bank account data:

Beginning Balance: \$102,875.63 Ending Balance: \$97,681.87

Interest earned= \$5.24

Deposits=\$5.24

Withdrawals=\$5,199

Bills paid= \$5,199

\$1,606.50 1st Quarter 2019 OCSWCD staff time payment

\$2,502.50 BME Associates

\$500.00 Town of Victor

\$105.00 Managed Services Team

\$460.00 Ontario County DPW

\$25 transferred but never expended –mistake corrected in April

APRIL

April bank account data:

Beginning Balance: \$97,681.87 Ending Balance: \$97,685.30

Interest earned= \$3.43

Deposits=\$28.43

Withdrawals=\$25.00

Bills paid= \$25

Walworth Lions Club placemat ad \$25 (approved in March but not paid)

Bank Account is Reconciled through April 30, 2019

(Walworth Lions Club check is outstanding)

Motion to approve Treasurer's Report.

Made by Paul Crandall

Seconded by John Berry

All in favor. Carried.

ADJOURNMENT

11:09am

Motion to adjourn.

Made by Paul Crandall

Seconded by Norm Druschel

All in favor. Carried.

The next meeting will be held at the Walworth Town Hall on June 18th at 9:30am.

Diana Thorn, Recording Secretary