

**MINUTES OF THE ONTARIO-WAYNE STORMWATER COALITION
WALWORTH TOWN HALL**

June 18, 2019

PRESENT: Teresa Maioli-Town of Walworth, Kim Boyd -BME Associates, 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, Don Giroux- Town of Farmington, Alyssa Benjamin-MRB Group, Luke Scannell-NYS DEC, Caitlyn Murney-Coalition Intern 2019, Skyler Ellis-Town of Farmington Intern, Kevin Caggiano-Town of Victor, John Turner-Village of Victor, Scott Allen-Town of Macedon, Jack Marron-Town of Macedon, Elizabeth Murray-Causewave.

Chairman Frey called the meeting to order at 9:34am.

MINUTES

The May minutes were reviewed – no comments were made.

Motion to approve May minutes.

Made by Adam Cummings

Seconded by Keith Maynard

All in favor. Carried.

OLD BUSINESS

1. CAUSEWAVE

Elizabeth Murray from Causewave presented the Program and Communications Plan and the Strategic Implementation spreadsheet. (Plan attached to email.) Elizabeth stressed that the plan is a working document that will need to be reviewed and updated regularly in the future.

Highlights from the plan include:

Goals:

1. Increase Stormwater awareness
2. Increase public participation
3. Improve water quality in Ontario and Wayne Counties

Desired Outcomes / Strategies (2019-2021):

1. Increase engagement with the community through strategic partnerships, high-value programming, and inspiring messaging.
2. Increase awareness of the Ontario Wayne Stormwater Coalition through a multi-pronged outreach plan that positions OWSC as a “go-to” resource for water quality education, programming, and stewardship.
3. Maximize and leverage the results of the survey by using data to inform decisions and sharing key learnings with partners.

Call to action (could function as mission statement):

We live in one of the most beautiful regions in the entire country – rich with natural resources and year-round splendor. But we cannot guarantee these riches for future generations unless we as a community commit to protecting what we value. By joining together as stewards of our waterways, we are strengthening the environmental, economic, social, and recreational pillars of our community, and protecting the quality of life we cherish.

2. CONSERVATION DISTRICT EDUCATOR UPDATE

Alaina asked that people review the Causewave plan and suggested that it is something that should be regularly re-visited. If you have any ideas for activities or thoughts about how the goals and desired outcomes can be achieved, please email Alaina, Diana, Kim or any committee member. Please ask questions and start discussions.

Two Rain Barrel workshops have been scheduled. The first is Monday, June 24th 6-8pm in Walworth (Lodge at Ginegaw Park). We have about 14 barrels registered at this point. Alaina will need help getting the barrels to the lodge before the workshop and she will need a helper during the workshop. Brian Frey has offered if no one from Walworth can assist.

The second workshop is July 23rd 6-8pm in Victor (Municipal Park Lodge). This workshop is basically full at this point. Keith Maynard said that he will help get the barrels to the workshop.

The Storm Drain Markers have arrived. Alaina passed one around for people to look at. Please let her know if you have a community that needs the markers installed and she will organize an event to get them glued in place. If you would like to have a quantity on hand at your site, please let Alaina know and she will get them to you.

Alaina continues to research outreach materials. She has been looking at reusable shopping bags but hasn't found anything yet. Most of the bags are around \$3 per bag putting 500 at \$1,500. She will keep looking. If anyone has any ideas for outreach materials, please email Alaina.

Alaina would like to create another demo for outreach events in addition to the water shed model. She is thinking of some type of activity where people can sort fake food and recycled containers into recycling, compost, or trash.

Motion to approve up to \$500 for the purchase of materials to create a new demo for outreach events.

Made by Brian Frey

Seconded by Scott Allen

All in favor; Carried.

Alaina reported that the Macedon Lumberjack Festival is in September. There is a \$20 fee to have a table.

Motion to approve \$20 fee to have table at Macedon Lumberjack Festival.

Made by Paul Crandall

Seconded by Brian Frey

All in favor; Carried.

Scott Allen reported on an upcoming event in Macedon where the Coalition may want to have a table. Erie Armada is coming to Macedon in September. This event has significant advertising behind it and should be very well attended.

Kim reminded everyone that the Coalition will have a table at the High Acres event on July 25th from 3-7pm. Volunteers are needed to work the event. Kim will be sending an email soon.

Alaina will be doing outreach at summer camps in Victor, Walworth and hopefully Macedon.

We will have a table at Hang Around Victor Day in September.

Kim reminded everyone to email her any events you have so that she can keep the calendar updated.

3. ANNUAL REPORT

Kim reported that the annual report has been submitted to DEC and is on the website. There were some comments about how the annual report was publicized. There were two public meetings but next year the hope is to publicize the report more.

Luke will present in March 2020 regarding how the report needs to be publicized in 2020.

Kim also reported that the DEC Audit of Town of Farmington has received a satisfactory on their recent audit. There was a comment about the OWSC website, noting that Past Events held by the Coalition were difficult to find and Kim is working on that.

NEW BUSINESS

Luke Scannell, NY DEC:

1. I was asked by Keith Maynard of the Town of Victor to explain the requirements outlined in Part VII.A.6.a.viii of the MS4 general permit. This has two requirements, preparing and implementing provisions in the stormwater management plan in accordance with Part III of the Multi Sector General permit, and performing the monitoring and record keeping required in Part IV of the Multi Sector General permit.
2. The referenced letters, A C D J K L, refer to part III.A.7 of the MSGP. Most of these are activities that MS4 will already be doing, but it is especially important to have a clear spill response plan.
3. The specific monitoring requirements can be found in the MSGP under Part IV and VII. This includes an annual dry weather flow inspection and sampling, and wet weather sampling as required for the industrial sector specific to the site. Wet weather samples must be collected within the first 30 minutes of flow following the start of a qualifying rain event, i.e. at least 0.1 inch of precipitation. Samples must be tested for parameters as required by the specific sectors. Bench mark limits are not hard limits and exceedances of these limits are not considered a violation. Instead they indicate that corrective actions must be taken to prevent further exceedances.

4. The main sectors relevant to MS4s are potentially Sector L: Landfills, Sector N: scrap recycling including transfer stations, Sector P: land transportation and warehousing with vehicle maintenance, and Sector T: Treatment Works.
5. These requirements are only necessary for sites with activities occurring outside. Facilities with no exposure to stormwater should have a simple record added to the MS4 file indicating they were considered and found to be exempt.

BILLS TO BE PAID

The Walworth Lion's Club sent a notification that they are having a festival and we have previously purchased a ¼ page ad in their festival publication.

Motion to pay \$25 for an ad in the Walworth Lions Club Festival publication.

Made by Dan Delpriore

Seconded by Scott Allen

All in favor; Carried.

Submitted bills:

BME - \$4,282.50 (time frame and details provided – Feb 15 – April 15, 2019)

BME - \$2,820.00 April 16 – May 15, 2019

OCSWCD - \$2,142.00 – April and May 2019

Das Manufacturing - \$649.82 (storm drain markers)

Total Bills for May: \$9,894.32 + \$25 for ad = \$9,919.32

Motion to pay bills as submitted.

Made by Scott Allen

Seconded by Adam Cummings

All in favor. Carried.

TREASURER'S REPORT

May bank account data:

Beginning Balance: \$97,685.30

Interest earned= \$3.28

Deposits=\$0

Withdrawals=\$2,992.50

Ending Balance: \$94,696.08

Bills paid= \$2,992.50

Town of Walworth \$300.00

Town of Farmington \$500.00

Causewave \$587.50

Causewave \$1,500.00

MST \$105.00

Bank Account is Reconciled through May 31, 2019

Motion to approve Treasurer's Report.

Made by Scott Allen

Seconded by Keith Maynard

All in favor. Carried.

ADJOURNMENT

10:55am

Motion to adjourn.

Made by Brian Frey

Seconded by Dan Delpriore

All in favor. Carried.

The next meeting will be held at the Victor Town Hall on July 16th at 9:30am.

Diana Thorn, Recording Secretary



**ONTARIO-WAYNE STORMWATER COALITION
WWW.OWSC.ORG**

TREASURER'S REPORT

JUNE

June bank account data:

Beginning Balance: \$94,696.08

Interest earned= \$2.76

Deposits=\$0

Withdrawals=\$12,398.74

Ending Balance: \$82,300.10

Bills paid= \$12,398.74

BME \$4,282.50

BME \$2,820.00

das Manufacturing \$649.82

Walworth Lions Club Ad \$22.50

OCSWCD \$2,142.00

Intern Payroll & Mileage \$2,481.92

Bank Account is Reconciled through June 30, 2019

Ontario-Wayne Stormwater Coalition
Ontario County SWCD
480 North Main Street
Canandaigua, NY 14424

Ontario County Soil & Water CD

07/08/19

Account QuickReport

Accrual Basis

As of June 30, 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance
MS4 Storm (1103075399)							74,736.42
Deposit	01/10/2019		Village of V...	1499 · Depos...		2,500.00	77,236.42
Deposit	01/11/2019		Deposit	-SPLIT-		15,000.00	92,236.42
Deposit	01/14/2019		Town of Ma...	1499 · Depos...		5,000.00	97,236.42
General Journal	01/15/2019	JE # ...	pet bags	-SPLIT-		-1,425.25	95,811.17
General Journal	01/15/2019	JE # ...	BME	MS4 Storm (...		-2,765.00	93,046.17
General Journal	01/15/2019	JE # ...	Causewave	MS4 Storm (...		-425.00	92,621.17
General Journal	01/15/2019	JE # ...	brochures	MS4 Storm (...		-180.00	92,441.17
General Journal	01/15/2019	JE # ...	chip clips	MS4 Storm (...		-1,344.37	91,096.80
General Journal	01/15/2019	JE # ...	4th Qtr staff...	-SPLIT-		-3,205.00	87,891.80
General Journal	01/18/2019	JE # ...	Ontario Cou...	District Chec...		5,000.00	92,891.80
Deposit	01/22/2019		Town of Wa...	1499 · Depos...		5,000.00	97,891.80
Deposit	01/31/2019		Interest	MS4 Stormw...		2.99	97,894.79
Deposit	02/04/2019		Town of On...	1499 · Depos...		5,000.00	102,894.79
General Journal	02/05/2019	JE # ...	Domain Na...	District Chec...		-25.00	102,869.79
Deposit	02/28/2019		Interest	MS4 Stormw...		5.84	102,875.63
General Journal	03/19/2019	JE # ...	1st qtr 2019...	-SPLIT-		-1,606.50	101,269.13
General Journal	03/19/2019	JE # ...	MS4 bills	District Chec...		-3,592.50	97,676.63
Deposit	03/31/2019		Interest	MS4 Stormw...		5.24	97,681.87
General Journal	04/12/2019	JE # ...	Amount tra...	District Chec...		25.00	97,706.87
General Journal	04/23/2019	JE # ...	MS4 April ...	District Chec...		-25.00	97,681.87
Deposit	04/30/2019		Interest	MS4 Stormw...		3.43	97,685.30
General Journal	05/21/2019	JE # ...	MS4 bills - ...	District Chec...		-2,992.50	94,692.80
Deposit	05/31/2019		Interest	MS4 Stormw...		3.28	94,696.08
General Journal	06/05/2019	JE # ...	New tablet a...	District Chec...		-1,407.62	93,288.46
General Journal	06/07/2019	JE # ...	PR #12 - Sa...	-SPLIT-		-1,215.00	92,073.46
General Journal	06/07/2019	JE # ...	PR #12 - Mi...	MS4 Storm (...		-62.52	92,010.94
General Journal	06/07/2019	JE # ...	PR #12 - U...	MS4 Storm (...		-6.38	92,004.56
General Journal	06/07/2019	JE # ...	PR #12 - Re...	MS4 Storm (...		-0.91	92,003.65
General Journal	06/07/2019	JE # ...	PR #12 - SS...	MS4 Storm (...		-92.95	91,910.70
General Journal	06/17/2019	JE # ...	PR #13 Salary	-SPLIT-		-1,020.00	90,890.70
General Journal	06/17/2019	JE # ...	PR #13 Une...	MS4 Storm (...		-5.36	90,885.34
General Journal	06/17/2019	JE # ...	PR #13 Re-...	MS4 Storm (...		-0.77	90,884.57
General Journal	06/17/2019	JE # ...	PR #13 Pay...	MS4 Storm (...		-78.03	90,806.54
General Journal	06/20/2019	JE # ...	transfer to p...	-SPLIT-		-2,142.00	88,664.54
General Journal	06/20/2019	JE # ...	Transfer to ...	District Chec...		-7,774.82	80,889.72
Deposit	06/30/2019		Interest	MS4 Stormw...		2.76	80,892.48
Total MS4 Storm (1103075399)						6,156.06	80,892.48
TOTAL						6,156.06	80,892.48

Ontario County Soil & Water CD

07/08/19

MS4 2018 P & L

Cash Basis

January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget
Income			
Fund Balance	0.00	54,550.00	-54,550.00
2401 · Interest Earned			
MS4 Stormwater Coalit. Interest	23.54	50.00	-26.46
Total 2401 · Interest Earned	23.54	50.00	-26.46
2771 · County Approp./Grants			
MS4-Stormwater Coalition-Income	37,500.00	37,500.00	0.00
Total 2771 · County Approp./Grants	37,500.00	37,500.00	0.00
Total Income	37,523.54	92,100.00	-54,576.46
Gross Profit	37,523.54	92,100.00	-54,576.46
Expense			
8730.1 Personal Services			
.16 · MS4 Summer Intern	2,235.00	8,500.00	-6,265.00
Total 8730.1 Personal Services	2,235.00	8,500.00	-6,265.00
8730.4 · Contractual			
.401A · MS 4 Expenses			
Admin-OCSWCD-minutes, etc.	1,638.00	3,000.00	-1,362.00
Annual Report-BME	3,032.50	3,500.00	-467.50
Audit	0.00	500.00	-500.00
Causewave Contractor Services	2,512.50	2,000.00	512.50
Chemical Cleanup Days	0.00	800.00	-800.00
Consultant Meeting Attend-BME	1,885.00	2,500.00	-615.00
DEC permit assistance-BME	612.50	2,500.00	-1,887.50
EPA/DEC Audit Assistance	0.00	12,000.00	-12,000.00
Equipment	1,407.62	2,000.00	-592.38
MS4 Bookkeeping-OCSWCD	1,000.00	1,000.00	0.00
Municipal Meetings-BME	2,867.50	3,000.00	-132.50
Promotional Material	2,997.12	6,000.00	-3,002.88
Public Education & Out-Educator	4,315.50	8,250.00	-3,934.50
Public Education & Outreach-B...	472.50	500.00	-27.50
Signage/Catch Basin Markings	649.82	1,000.00	-350.18
Summer Intern-Cell Ph. Stipend	0.00	100.00	-100.00
Summer Intern Mileage	62.52	1,200.00	-1,137.48
Supplies, Equipment, Sampler	0.00	0.00	0.00

Ontario County Soil & Water CD

MS4 2018 P & L

January through June 2019

	<u>Jan - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Technical Assistance-BME	3,377.50	4,000.00	-622.50
Three Year Strategic Planning	122.50	3,500.00	-3,377.50
Training courses/materials	1,760.00	4,000.00	-2,240.00
Webpage-domain name (Layer 8)	25.00	250.00	-225.00
Webpage hosting (Layer 8)	210.00	250.00	-40.00
Webpage updates-Linda Kleeman	0.00	1,000.00	-1,000.00
WQIP Grant	0.00	20,750.00	-20,750.00
Total .401A · MS 4 Expenses	<u>28,948.08</u>	<u>83,600.00</u>	<u>-54,651.92</u>
Total 8730.4 · Contractual	28,948.08	83,600.00	-54,651.92
8730.8 · Employee Benefits			
Re-employment Tax	1.68		
SS & Medi Tax/Company	170.98		
Unemployment Company	11.74		
Total 8730.8 · Employee Benefits	<u>184.40</u>		
Total Expense	<u>31,367.48</u>	<u>92,100.00</u>	<u>-60,732.52</u>
Net Income	<u><u>6,156.06</u></u>	<u><u>0.00</u></u>	<u><u>6,156.06</u></u>