



**Ontario-Wayne Stormwater Coalition
Minutes
February 18, 2025
Meeting held at OCSWCD**

PRESENT:

Coalition Voting Members / Alternates

Town of Canandaigua – Jim Fletcher

Town of Farmington – Paul Crandall

Town of Macedon - Scott Allen

Town of Ontario – Brian Smith, John Laing

Town of Victor – Will Emblidge, Adam Ryczek

Town of Walworth – Aron Thompson

Ontario County Department of Public Works – Katie Lafler

Village of Victor – Joe Georgia

Wayne County Highway - Brian Frey

ABSENT: None

Other Attendees: Alaina Robarge-OCSWCD, Diana Thorn-OCSWCD, Ryan Destro-BME, Dylan Ide-BME

CALL TO ORDER

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

Vice Chairman Frey asked everyone to introduce themselves and welcomed the new representatives and new members.

MINUTES

The December minutes were reviewed – no comments were made.

Motion to accept the December 17, 2024 minutes.

Made by Scott Allen, seconded by Will Emblidge.

All in favor; Carried.

OLD BUSINESS

a. Alaina Robarge, OCSWCD

Alaina reported that all of the pet waste dispensers and chip clips have arrived and she has the park signs. She distributed materials to municipalities. She also had extra industry specific posters for people to take. Please let her know if you need more of anything. Brain Frey stated that he had additional road signs in his truck and each member should meet him after the meeting to get them.

Alaina shared that she has done multiple presentations of the IDDE/Good Housekeeping/Pollution Prevention training and she has more scheduled. She also has a recording of this year's training if anyone has employees who missed it. Please contact Alaina if you would like to schedule the training.

Alaina shared that she did several outreach events including presenting the watershed model and the new wooden board to a group of home-schooling families at the Red Jacket Public Library and again for 5th graders at Victor Central Schools.

b. Ryan Destro, BME

Ryan shared that he presented the first quarterly training of the year in January. This training was focused on the new annual report which is due by April 1st. Ryan reminded the group that there are training videos on the DEC website as well. He shared that the new annual report is also an interim progress certification and you should use your ENOI and complete the report for your municipality. Ryan shared that the report follows the new permit and is mostly yes/no type questions. He suggested you do the form as best you can and report that you haven't completed something but are in process if it is due in a later time period. You will be able to save the report and update it for next year.

Ryan asked that each municipality completes a draft of the report by March 7th. Send the draft to him. Also, please post it on your municipality's website. He will compile the 9 Coalition members' reports and send them to Alaina to post on the Coalition's website. Ryan suggested that the drafts be posted until March 21st when the Coalition can address any public comments. He would like to have the final duly authorized and certified report done and submitted by March 28th. Please contact Ryan at BME with any questions or issues (including if you need your ENOI).

Ryan reported that on February 3rd, the Town of Ontario was notified by DEC that they will be doing a one-day audit on March 13th. Ryan reached out to DEC and they are waiting to see if the EPA does an audit of a Coalition member this year before they decide if they audit a second member. Ryan will attend the DEC audit in the Town of Ontario to assist in any way he can.

Ryan will be doing mini audit reviews for each member. He will start with the Town of Ontario in preparation for March 13th.

c. **Committee Reports:**

- i. Outreach Materials (Scott, Will, and Alaina): Alaina shared a final draft of a bookmark that the committee has created. She asked the Coalition for feedback on how to distribute the bookmark. It was decided to print enough for each member to have some, and to provide some to the public libraries in the Coalition municipalities to be distributed.

Motion to approve spending up to \$2,000.00 to have the bookmarks printed by VistaPrint.

Motion made by Scott Allen, seconded by Paul Crandall.

All in favor; Carried.

This committee will begin work on the trifold Living Near a Stormwater Pond brochure next. They would also like to work on rack cards for homeowners and for septic systems.

- ii. Strategic Plan (Ryan, Brian, Tim, Keith/Will, Norm): Ryan reported that this committee met in January. The minutes from that meeting are attached to these minutes. The committee identified objectives such as updating and standardizing documents specifically reviewing for compliance with the new permit and current municipal standards. Additionally, they suggested updating standard templates for BMPs and SOPs. Then each member could customize the templates and standardized documents for their individual situation. Please let Ryan know if you have any additional ideas.

NEW BUSINESS

- a. Committee membership – The standing committees were described to the membership. Discussion was had about forming a new committee to work on objectives established by the Strategic Plan Committee.

It was decided to form a committee to update and standardize BMPs and SOPs. This committee will be comprised of Ryan, Katie Lafler, Brian Smith, and Joe Georgia.

BILLS TO BE PAID

- a. BME - \$3,948.75
- b. OCSWCD - \$100.00
- c. OCSWCD - \$2,914.95

Total bills = \$6,963.70

**Motion to approve paying the bills as submitted.
Made by Brian Smith, seconded by Scott Allen.
All in favor; Carried.**

TREASURER'S REPORT

SAVINGS ACCOUNT:

December bank account data:
Beginning Balance: \$758.44
Interest earned= \$1.59
Deposits=\$101,521.15
Withdrawals=\$25,361.88
Ending Balance: \$76,919.30

CHECKING ACCOUNT:

December bank account data:
Beginning Balance: \$21.70
Interest earned= \$0.00
Deposits= \$25,361.88
Withdrawals= \$15,130.63
Ending Balance: \$10,252.95

January bank account data:
Beginning Balance: \$76,919.30
Interest earned= \$3.27
Deposits=\$0.00
Withdrawals=\$0.00
Ending Balance: \$76,922.57

January bank account data:
Beginning Balance: \$10,252.95
Interest earned=\$0.00
Deposits=\$10,000.00
Withdrawals=\$10,246.25
Ending Balance: \$10,006.70

Bills paid in December:

- a. BME - \$3,071.25
- b. OCSWCD - \$4,154.88
- c. Wayne County Highway - \$2,275.25
- d. Ontario County DPW - \$3,175.00
- e. Town of Ontario - \$100
- f. Excelsus - \$4,000.00
- g. Ewing Lettering & Graphics - \$4,129.50
- h. Penny Lane Printing - \$2,390.00
- i. Education & Outreach Co - \$2,090

Total Bills paid: \$25,361.88

Bank Accounts are reconciled through January 31, 2025

A new Certificate of Deposit was opened on February 10, 2025 with \$100,000.00 from the Savings account. The interest rate for the CD is 4.25% and it will mature April 11, 2025.

**Motion to approve the Treasurer's report.
Made by Will Emblidge, seconded by Scott Allen.
All in favor; Carried.**

ADJOURNMENT

**Motion to adjourn made at 10:16am.
Made by Brian Frey, seconded by Paul Crandall.
All in favor; Carried.**

The next Coalition meeting will be April 15, 2025 at the Macedon Town Hall.

Diana Thorn, Recording Secretary

OWSC Strategic Plan
Program & Communications Plan Implementation Schedule Updates
January 24, 2025

Attendees: Ryan Destro, Brian Frey, Keith Maynard, William Emblidge, Tim McElligott, Katie Lafler

2025 Target Goals:

- Update the standard OWSC Best Management Practice (BMP) templates for use by the members in their individual MS4 SWMP's
- Update the typical Standard Operating Procedure (SOP) templates for use by the members in their individual MS4 SWMP's
- Review updating the Intermunicipal Agreement language to allow new members to join in the future without requiring for the agreement to be resigned by all members.
- Review typical Stormwater Management Local Law templates and update language as necessary to comply with the current MS4 General Permit requirements.
 - State Local Law example(s) to reference (i.e. NYCRR)?
 - Stormwater Control
 - IDDE
 - SWPPP & Erosion and Sediment Control
 - Enforcement Response Plans
- Create standardized template forms for OWSC member use and to be inserted into MS4 SWMPs:
 - Public Reporting of Construction Site Complaints
 - Public Reporting of IDDE
- Annually update the list of priority MS4 General Permit compliance table items
 - To highlight what is due for the year.
- BME to host quarterly training sessions
 - BME will generate a list of possible training session options for OWSC consideration.
 - OWSC members are encouraged to offer training session ideas for consideration.
 - The 1st training session for 2025 was held on January 29th to review the new MS4 Annual Report/Interim Progress Certification online formwork.
- BME to perform "mini-audits" for each MS4
 - The NYSDEC has notified the Town of Ontario that they are scheduled for a DEC audit on March 13th.
 - BME will conduct the Town of Ontario mini-audit first, in advance of the DEC audit.
 - Mini-audits will consist of reviewing the MS4 SWMP, Mapping, etc. for compliance with the requirements of the MS4 General Permit.

OWSC Strategic Plan
Program & Communications Plan Implementation Schedule Updates
January 24, 2025

Ongoing Activities:

- ***Resource guides for business partners (Ongoing)***
Ongoing committee. Create rack cards or posters for industries, commercial properties, and developers.
 - Brochure committee is revamping the outreach materials one at a time and updating them on the OWSC website
- ***Create an electronic toolkit for municipalities to distribute and/or produce***
Ongoing committee. Downloadable and printable materials are on the OWSC website.
 - Brochure committee is revamping the outreach materials one at a time and updating them on the OWSC website
- ***Assessment of current programs and events***
MS4 Members: Remember to update the online Google spreadsheet with special events and public participation.
 - Alaina is finalizing the spreadsheet and will share with the OWSC when complete
- Facebook posts/social media campaign are ongoing
 - MS4 Members: Reminder to provide content/event schedules for Alaina to post online.
- ***Distribute collateral at local farmers markets***
Ongoing. Recommend focusing on larger farmers' markets (Victor & Walworth). Reach out to the Town of Farmington for their schedule.

Other General Recommendations for Public Participation Events:

Sponsorship in Ontario and Wayne Counties for Household Hazardous Waste and/or Tire Cleanups.

Research partnership with Long Acre Farms assigned to Kim

Attend Ontario County Landfill Casella Event (on hold since Covid)

Research events at East View Mall, Rainaldi Winter Festival

Research co-sponsored cleanup events:

- Victor Hiking Trails in Ontario County
- Trail Works in Wayne County
- Kayaking, Canoeing or Snowmobile Clubs
- GROC Trail Rides and Events



ONTARIO-WAYNE STORMWATER COALITION
WWW.OWSC.ORG

TREASURER'S REPORT
April 15, 2025

SAVINGS ACCOUNT:

February bank account data:
Beginning Balance: \$76,922.57
Interest earned= \$1.23
Deposits=\$45,100.00
Withdrawals=\$106,963.70
Ending Balance: \$15,060.10

CHECKING ACCOUNT:

February bank account data:
Beginning Balance: \$10,006.70
Interest earned= \$0.00
Deposits= \$42,063.70
Withdrawals= \$52,063.70
Ending Balance: \$6.70

March bank account data:
Beginning Balance: \$15,060.10
Interest earned= \$0.64
Deposits=\$0.00
Withdrawals=\$0.00
Ending Balance: \$15,060.74

March bank account data:
Beginning Balance: \$6.70
Interest earned=\$0.00
Deposits=\$0.00
Withdrawals=\$0.00
Ending Balance: \$6.70

Bills paid in February:

- a. BME - \$3,948.75**
- b. OCSWCD - \$2,914.95**
- c. OCSWCD - \$100.00**

Total Bills paid: \$6,963.70

2025 Certificate of Deposit opened with \$100,000.00 matured April 11, 2025.

The CD earned \$708.33 and I rolled the entire amount over for 60 days at 4.15%. It will mature again on June 10, 2025.

Bank Accounts are reconciled through March 31, 2025

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

Ontario Wayne Stormwater Coalition
Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Fund Balance	0.00	20,025.00	-20,025.00	0.0%
Interest Earned				
MS4 Stormwater Coalit. Interest	5.14	3,000.00	-2,994.86	0.2%
Total Interest Earned	5.14	3,000.00	-2,994.86	0.2%
2771 · MS4 Annual Dues				
46400 · Other Types of Income	45,000.00	45,000.00	0.00	100.0%
46430 · Miscellaneous Revenue	100.00			
Total 46400 · Other Types of Income	100.00			
Total Income	45,105.14	68,025.00	-22,919.86	66.3%
Expense				
Contractual				
.401A · MS 4 Expenses				
Admin-OCSWCD-minutes bookke...	575.00	5,000.00	-4,425.00	11.5%
Annual Report-BME	0.00	4,000.00	-4,000.00	0.0%
Annual Report Consultaion-BME	2,100.00			
Audit	0.00	6,000.00	-6,000.00	0.0%
Consultant Meeting Attend-BME	236.25	3,000.00	-2,763.75	7.9%
DEC permit assistance-BME	0.00	8,000.00	-8,000.00	0.0%
Graphic Design	0.00	4,000.00	-4,000.00	0.0%
Municipal Meetings-BME	0.00	1,500.00	-1,500.00	0.0%
Promotional Material	0.00	11,000.00	-11,000.00	0.0%
Public Education & Out-Educator	2,325.00	9,000.00	-6,675.00	25.8%
Strategic Planning	1,125.00	2,500.00	-1,375.00	45.0%
Technical Assistance-BME	487.50	4,000.00	-3,512.50	12.2%
Training - BME	0.00	4,500.00	-4,500.00	0.0%
Training courses/materials	100.00	4,500.00	-4,400.00	2.2%
Training OCSWCD	0.00	1,000.00	-1,000.00	0.0%
Webpage-domain name (Layer 8)	14.95	25.00	-10.05	59.8%
Total .401A · MS 4 Expenses	6,963.70	68,025.00	-61,061.30	10.2%
Total Contractual	6,963.70	68,025.00	-61,061.30	10.2%
Total Expense	6,963.70	68,025.00	-61,061.30	10.2%
Net Ordinary Income	38,141.44	0.00	38,141.44	100.0%