

# Mohawk Valley Stormwater Coalition

c/o Herkimer-Oneida Counties Comprehensive Planning Program

## Meeting Minutes

June 18<sup>th</sup>, 2024, 5:15 PM

Oneida County Dept of Public Works Building-5999 Judd Road Oriskany, NY

### Attendees

Stephanie Wurz (C/o Utica)

Kyle Tritten (V/O Whitesboro)

Nicole Bourgeois (Oneida County DPW)

Shaun Gannon (Ramboll Engineering)

Brian Whittaker (Ramboll Eng.

Whitestown/Utica)

Dave Glenn (T/O Whitestown)

Nick Bridenbecker (C/O Utica)

Kristin Campbell (HOCCPP)

Joshua Dahlin (HOCCPP)

Karl Schrantz (Oneida County WPC)

Matthew Baisley (Oneida County DPW)

Elizabeth C. Tantillo (V. of Clinton)

Chris Burtch (V/O Oriskany)

The meeting was called to order at 5:15 PM by Dave Glenn, Chairperson of the Sauquoit Creek Commission.

Welcome to the Mohawk Valley Storm Water Coalition (MVSC)

1. **Introductions** -Kristin briefly introduced Josh Dahlin, the project coordinator, as, at the time, he was the only attendee new to the meetings coming from the Sauquoit Creek meeting.
2. **Housekeeping**- Dave Glenn asked the group about determining a meeting date, the length of the meeting, and the location. It was decided that,
  - i. The meeting location would be at the County DPW building, 5999 Judd Rd.
  - ii. Meetings would be best scheduled in conjunction with the Sauquoit Creek meetings. A minimum of 5 meetings per year were required, and we would need every one of them this year.
    1. The third Tuesday of the second, fourth, sixth, eighth, tenth, and twelfth months?
  - iii. Given the scope of work required of the MVSC to get organized this year, the group will meet at 3 PM before the SCBIC meeting. This will be revisited in the coming meetings, and members will discuss future meeting times.
- b. Josh distributed a contact list form for members to fill in their representative and alternate for meetings. Dave explained that although many are also on the Sauquoit Creek Basin Intermunicipal Commission, Josh will need preferred new contact information for the MVSC. - He reviewed who to contact.
  - i. Joshua Dahlin [jdahlin@ocgov.net](mailto:jdahlin@ocgov.net)
  - ii. Kristin Campbell- [kcampbell@ocgov.net](mailto:kcampbell@ocgov.net)

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3. **Structure of commission**—discussed the Intermunicipal Agreements (IMA) and the number of participating municipalities.
  - a. **A discussion began regarding participation in the MVSC.**
    - i. Josh reported the names of the communities who have signed the IMA (7) vs. those who had not signed (8)
      1. **Signed:** the Town and Village of New Hartford, Village of Oriskany, Town of Paris, City of Utica, Town of Westmoreland, Village of Whitesboro, and Village of Clinton.
      2. **Awaiting IMA signature** Town of Deerfield, Town of Marcy, Town of Kirkland, Village of New York Mills, Town of Schuyler, Town of Whitestown, Village of Yorkville.
    - ii. Dave Glenn informed Josh and Kristin that Whitestown’s would be signed before the end of the week.
  - b. Roberts's Rule of Order -Dave continued the meeting, stating that the meeting format would be conducted through Roberts's Rule of Order.
  - c. A discussion began regarding municipal parties that haven’t signed and how to address this issue.
    - i. Question: Is there a time limit, or can anyone join at any time?
      1. Kristin stated that we could be flexible on the sign-on period as this will likely take time to work itself out.
      2. Josh indicated that the IMA does state that once the agreement and coalition are formed, a majority vote is required for the admission of new parties.
        - a. The group discussed a “cut-off” date for signing the IMA.
        - b. The recommendation was presented to the group with a **cut-off date of August 1st, 2024**. After August 1, members will need to vote on new MS4 partners joining the coalition. This will provide the July meeting follow-up before the membership period concludes.
        - c. The motion was passed unanimously.
4. **Base Mapping**- Josh explained to the group that several priorities exist for the coalition.
  - a. The first is gathering existing stormwater system mapping that may already exist in communities.
    - i. The City of Utica stated they have most of the plans, but digitizing is the current challenge.
    - ii. Whitesboro commented that they had previously contracted with the county to have mapping completed but that updates were probably required.

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- iii. Kristin stated that Oneida County GIS staff had worked with several communities in 2012 to map their stormwater systems. Much of that needs to be updated, but a base map has been completed for the Village of New Hartford, Whitestown, Clinton, and more.

## 5. NYS DEC MS4 Mapping Grant

- a. Each municipality wishing to participate in the MS4 mapping grant must provide a support letter. A sample letter was provided to attendees and will be mailed to other communities. The Stormwater Coalition will apply on behalf of each municipality.
  - i. Kristin helped facilitate the conversation about the grant opportunity.
    1. Funding opportunities – Up to \$60,000 per community or up to \$400,000 total per Coalition
      - a. Questions:
      - b. Does everyone have to apply?
        - i. Not a requirement but recommended.
      - c. Would the \$400,00 apply to everyone?
        - i. No, up to \$60,000 per municipality.
      - d. What is the match amount?
      - e. 90% were provided, and 10% required a local match that can be in-kind. Kristin reported that the in-kind match could be staff time.
    2. Question about Hamilton College: they are doing an extensive amount of this work on campus. Can they apply for this grant?
      - a. Only municipalities may apply as far as we know.
        - i. Discuss outfalls, private property, and how to distinguish who is responsible.

## 6. Budget and Annual Fees

- a. How much is it going to cost to be a member of the MVSC?
- b. Kristin stated members need to determine our costs and eventually prepare a budget based on anticipated needs.
  - i. Discussions about how much it would cost each of them to provide mapping and progress to the state and that more money could be available if they are no longer responsible for this.
  - ii. Points were raised about the fact that current budgets had already been put in place; as we all know, City, County, State, and Federal budgets have different timelines. What would participants do if money wasn't available? Perhaps a delayed payment?
- iii. Kristin stated that in a perfect world, the MVSC would provide one report to the state, and each member municipality would not have to report, significantly reducing the municipality's cost.
  1. She emphasized that this is a long way from happening but something to work towards.

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- a. Some folks asked if this was something we could work on.
  - b. The response was yes, and this is the preferred method.
- iv. Kristin also mentioned we will need a Checking account and a fiscal starting date.
  1. It was agreed that MVSC would follow the same financial calendar as the Sauquoit Creek Basin Intermunicipal Commission and work to keep consistency throughout the organization. Invoices for member contributions to the SCBIC are usually mailed in September.
  2. It was decided that M&T would provide banking.
    - a. The commission would require two signatures.
    - b. This would be for the Chair and Vice Chair, which has not yet been established.
  3. Stephanie Wurz proposed a \$500-\$1000 membership fee to get us started.
    - a. Everyone seemed to agree that everyone should return next month, considering the costs of what they currently pay, and then determine what the MVSC would be worth to the municipality.
    - b. It was agreed that it should be an equal amount per municipality.