

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

APRIL 17, 2018

PRESENT: Norm Druschel-Town of Walworth, Elaine Borgeest-OCSWCD, Brian Frey-Wayne County Highway, Paul Crandall-Town of Farmington, Kim Boyd-BME, Al Benedict-Town of Victor, Megan Webster-OCSWCD, Marilee Stollery-Town of Ontario, Don Giroux-Town of Farmington, John Berry-Ontario County Highway, Scott Allen-Town of Macedon, Jim Morse-Town of Farmington, Alyssa Benjamin-MRB, Tim Ball-Bonadio Group, Tom Zuber-Ray Wager LLC

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

MINUTES- Chairman Frey asked for any corrections or comments for the February 20th and March 20th meeting minutes; since there were none, the following motion was offered:

Motion: Al Benedict seconded by Paul Crandall

Resolved: The minutes of February 20, 2018 and March 20, 2018 are accepted as read.

All yes, carried.

AUDIT

Chairman Frey explained that interviews for the audit will be conducted this morning. The coalition has received three written quotes. (See attached items 1-3). Chairman Frey introduced Tim Ball representing The Bonadio Group and he briefly explained the scope of service they will provide. They will not be conducting a full financial audit but a policy and procedure audit. They will review all agreements, minutes and will be meeting with several Board members, BME and the Ontario County SWCD for a document review and/or questions and comments. He will prepare a draft report for the Board to review; a final report will then be produced. The Board thanked Tim for attending and for the quote.

INTERN-Motion: Scott Allen seconded by Marilee Stollery

Resolved: The Board approves the appointment of Joseph T. Maioli to the position of summer intern for the coalition at a starting rate of \$15.00/hr., plus mileage (54.5 cents) and cell phone usage.

All yes, carried. Megan explained that Joseph is available from May 9-August 17. All members are to prepare work plans and forward to her along with a schedule. (See attached resume).

CHIP CLIPS-Motion: Scott Allen seconded by Norm Druschel

Resolved: The Board approves the purchase of 800 chip clips for a total cost of \$1122.00 plus shipping.

All yes, carried.

GO TO MEETINGS-Kim Boyd explained the purpose of the go to meetings; if a member cannot attend. She suggested that if someone cannot attend, contact her and she will set it up.

WEBSITE MAPS-Regina Sousa from Ontario County Planning will have someone in her department prepare maps of each member municipality to be placed on the website. Kim will forward on to each member when she receives them.

STORMWATER CONFERENCE- Kim attended the western NY Stormwater conference, there will be a comment period for the draft permit. There are some changes: additional time for mapping; street sweeping to be done monthly; less reporting required; more inspections for the catch basins and electronic submissions for the NOI.

STAKEHOLDERS WORKGROUP-Motion: Scott Allen seconded by Paul Crandall

Resolved: The Board agrees that Kim Boyd represent the coalition at the stakeholder's workgroup as a volunteer.

All yes, carried.

MASS MEDIA-Kim, Edith, Lindsey and John met to discuss mass media ideas. Kim will meet with Causewave; anyone else can go, she will send out an email to everyone after they meet with an update.

Kim suggested that the Stormwater management plan be updated; especially control measures 1 & 2.

AUDIT

Chairman Frey introduced Tom Zuber representing Raymond F. Wager, CPA, P. C. Tom Zuber briefly explained their outline; they will review the coalition's books and records including policies and procedures; cash and bank reconciliations; expenditures, revenues; payroll and the general ledger. A written report listing the procedures performed and their findings. The Board thanked Tom for attending and the quote. David Zimmerman representing EFPR Group did not attend today's meeting.

After a short discussion, the following motion was offered:

Motion: Paul Crandall seconded by Scott Allen

Resolved: The Board accepts the quote of the Bonadio & Co., LLP for a policies and procedure audit for the Ontario-Wayne Stormwater Coalition covering years 2013-2017 and not to exceed \$7,500.00. The Bonadio representative will meet with the OCSWCD staff, Kim Boyd, representing BME and various Board members.

All yes, carried.

BILLS-Motion: Scott Allen seconded by Al Benedict

Resolved: The Board approves the following bills: BME-\$2432.50; Town of Walworth-\$300.00; Wayne County Highway-\$300.00 and Walworth Lions Club-\$25.00.

All yes, carried.

TREASURER REPORT- Motion: Norm Druschel seconded by Paul Crandall

Resolved: The treasurer reports for February in the amount of \$105,434.79 and March in the amount of \$110,336.72 are approved.

All yes, carried.

ADJOURNMENT-The meeting was adjourned at 10:45 am.

The next meeting will be held at the Victor Town Hall on May 15, 2018.

Elaine Borgeest, Recording Secretary