

**MINUTES OF THE ONTARIO-WAYNE STORMWATER COALITION
VICTOR TOWN HALL
MARCH 20, 2018**

PRESENT: Norm Druschel-Town of Walworth, Linda Kleeman-Town of Walworth, Elaine Borgeest-OCSWCD, Brian Frey-Wayne County Highway, Paul Crandall-Town of Farmington, Kim Boyd-BME, Luke Scannell-DEC, Chris Hotto-WCSWCD, Al Benedict-Town of Victor, Mary Steblein-LaBella, Marilee Stollery-Town of Ontario, Don Giroux-Town of Farmington, Peter Ingalsbe-Town of Farmington, Regina Sousa-Ontario County Planning, Alyssa Benjamin-MRB, Adam Cummings-Town of Ontario

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

MINUTES- There was not a quorum present; the minutes for February 20, 2018 are tabled until the next meeting.

OLD BUSINESS

Audit results-Chairman Frey has spoken with three accounting firms; proposals have been submitted by EFPA Group and the Bonadio Group. Ray Wager has not submitted a quote, but Tom Lauffer has spoken with Brian. All three financial consultants agree that the financial components are being handled correctly. Chairman Frey asked Elaine to contact Tim Ball, representing the Bonadio Group, Douglas Zimmerman representing the EFPR Group and Tom Lauffer representing Ray Wager, P.C. to attend the April meeting to briefly review their proposals. Chairman Frey also suggested putting a limit on the cost and chooses the components that are needed. Supervisor Ingalsbe suggested that deposits and expenditures be reconciled and should be part of the audit. Chairman Frey suggested that the language in the agreements for services be amended to include the coalition as part of the District audits every three to five years. Norm stated that prior to the District, Genesee Finger Lakes Regional Planning Council was overseeing the coalition account; income earned was expended to the Planning Council. Supervisor Ingalsbe suggested that whoever does the audit, it should be done on an annual basis. Don Giroux suggested an in house audit be completed first. Chairman Frey asked for the following Audit RFQ:

- 1.) Financial Audit of records dating back 5 years.**
- 2.) Monitoring, Analyzing and Assessing the risks and controls of the Coalition.**
- 3.) Evaluate the legality of the Intermunicipal Agreement along with meeting minutes and motions.**
- 4.) Evaluate the intern hiring process.**
- 5.) Reviewing information on the Coalitions compliance with and State and Federal Policies (DEC, General Permit, etc.) and confirming that we adhere to those policies and procedures.**
- 6.) Making reassurances and recommendations to the Coalition.**

Intern-Kim Boyd has spoken with Rebecca Munro; she would like to be considered again for the intern position. The interviews will take place on April 16th at 1:00 pm. Rebecca Munro would like to work four ten hour days if possible. There were several suggestions made for the number of days and hours to be worked; the job description can be amended next year. She will be interviewed with the other candidates.

4 hour course-The course is scheduled for May 17 from 8-12 at the Farmington Town Hall. Chairman Frey asked if there will be a fall course offering; Elaine will check with Megan.

Tires-The event is scheduled for May 12th from 8-1 at the Farmington Highway garage; Farmington residents have first chance for sign-up during the week of April 16-20, the next two weeks will be for Ontario County residents. Regina will contact Megan for some added information on the flyer. Chairman Frey stated that Wayne County SWCD is planning a tire event in the fall for Wayne County residents. Chairman Frey suggested a chemical cleanup be scheduled every other year. DEC is fining farmers for storing liquid fertilizer; Luke Scannell will look into. It could be costly; perhaps grant dollars are available. Lindsey will be at the next meeting. When the tire flyer is complete it can be put on the coalition website.

Town of Ontario-Adam Cummings said the Town of Ontario will be submitting their dues and signing the IMA. The Town would like Chairman Frey, John Berry and Kim to make a presentation to the Supervisor regarding the functions of the coalition. The Town of Walworth would like a presentation from the coalition in June.

NEW BUSINESS

Mass Media Campaign-Kim Boyd asked for ideas for media; she will contact Edith for some presentation ideas that she uses for education outreach. Adam Cummings felt the schools should be the focus; perhaps a committee should be formed; Kim will follow-up with an email. Al Benedict asked the costs involved; Adam Cummings said it could be costly; Chairman Frey suggested a possible grant.

Go To Meetings-Kim Boyd stated that BME has a Go To Meeting account that could be utilized by the coalition. Adam Cummings also suggested conference calls for people that could not attend meetings.

Chip Clips-Kim Boyd presented two quotes for chip clips; tabled until the next meeting.

Website Maps-Kim Boyd asked everyone for maps to put on the website of each municipality; everyone is to look into for the next meeting.

Pre-Audit for EPA-Supervisor Ingalsbe discussed the following correspondence from him regarding pre-audits for a possible EPA Audit.

As you are all aware, the NYS DEC has recently announced that all local MS4s in our area will soon be audited by the EPA. As a result, we feel that several Coalition members, with the exception of the Town of Ontario, would benefit greatly from a preparatory pre-audit conducted by a third-party firm that meets EPA standards.

In recent months, a recurring topic of discussion at the Coalition meetings has been the question of how to best prioritize the accumulation of funds within the Coalition, while distributing funds to each member as fairly as possible. We would like to propose that all members of the Coalition that are interested in a precursory audit be eligible for reimbursement, including members that have already gone through the audit process. This option could resolve the lingering task of appropriating the excess funds to members in a fair manner.

We look forward to discussing this potential path forward with the coalition at the upcoming March 2018 meeting. Please feel free to reach out to us ahead of time with any comments, suggestions, or concerns.

Sincerely,


Peter Ingalsbe, Town Supervisor, Town of Farmington

Chairman Frey and Adam Cummings said it could be costly, and if DEC is involved it is considered public information. Luke Scannell said the DEC will not conduct an audit if one has previously been done by the EPA. Chairman Frey asked Luke to provide a checklist to the members to help with audit items. Chairman Frey provides a third party certification in every bid document put out by the Wayne County. Kim asked that everyone forward events to Linda Kleeman for inclusion on the website.

BILLS-Since a quorum was not present; bills are tabled until the next meeting.

TREASURER REPORT- Since a quorum was not present; the treasurer report was tabled until the next meeting.

ADJOURNMENT-The meeting was adjourned at 10:35 am.

The next meeting will be held at the Walworth Town Hall on April 17, 2018.

Elaine Borgeest, Recording Secretary