

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Nov. 24, 2009

Committee Members Present: Fluhr, Niflot, Richardson, Wieland, Roeder, Bowers, Shafer
NPS Partner: Schultz
Staff: Soete, Coney, Ramie
Guests: F. Peckham, D. Keesler

The Upper Delaware Council's Operations Committee met Nov. 24 at the Council Office in Narrowsburg, NY. Committee chairperson George J. Fluhr called the meeting to order at 6:31 p.m. Fluhr requested that clarifying amendments be made to the Operations minutes of Oct. 27, he suggested: Under PR Report, page 1, first paragraph, regarding dedicated bank account for state grants add – "There was discussion but no action regarding requiring two signatures for any bank account." Under draft UDC comment letter to NYS DEC regarding draft SGEIS add – "The committee was joined by Fred Peckham and Dolores Keesler of the Project Review Committee which would also be voting on the letter at their later meeting." A motion by Niflot seconded by Roeder to approve the meeting minutes as amended was carried. There was no public comment on the agenda.

PR/Fund Raising Specialist's Report: Ramie reviewed her report that was handed out. She announced that the state administrator of the NYS grants being administered by her called Nov. 13 regarding a state rule change that would impact current and future grant reimbursement requests. The state is now requiring that copies of all municipal bank checks relative to a grant project must be included in the documentation sent to the state when the project is completed and reimbursement is being sought. Ramie has notified all grantees of this requirement. In the past, copies of project bank checks were to be held in the Council records for state review if necessary. The state has also notified Ramie that they want copies of all project invoices included with the paperwork that is sent to the state. All documentation has since been mailed to the state and Ramie is waiting for state reimbursement checks for four town projects under the UDC and five town projects under the Byway organization.

Under NYS grant M080103 she has added, as the committee requested, the UDC Secretary/Treasurer as a signatory to the bank account for this grant.

Executive Director's Report: No Report (Douglass out sick)

Old Business

Conference Room Use Subcommittee Report: Wieland indicated that he was unable to get information on building occupation numbers and fire codes as yet. Coney reported that Shafer had responded to her inquiry and he will volunteer to conduct an ADA complaint building and grounds inspection for the Council. Coney will provide all of this information as necessary to the Council's attorney for his input on the matter of conference room use for member organizations.

Insurance coverage, employee Crime Bond: At the request of Chairperson Fluhr, Coney researched and reported that currently there is bonding for Council employees that are dealing with financial matters for the Council and she provided information on the coverage and deductible. She noted that she has requested from the insurance carrier cost figures if the deductible was reduced and that data is pending. Fluhr tabled this issue for the January committee meeting pending the data from the insurance carrier.

New Business

Summary of pending bills / financial statements: The committee was provided with the summary of pending bills. Soete mentioned that two TAG projects (Fremont and Hancock) were completed and reimbursement checks were listed on the abstract for payment. A motion by Wieland seconded by Niflot to approve the bills for payment was carried. The financial statements for period ended 10-31-2009 were handed out for review.

Next Committee Meeting Dec. 15: Fluhr reminded the committee that the next meeting would be on Dec. 15 at 6:30 p.m. and that the draft fiscal year 2009 audit report would be presented by the auditor. The Project Review and Water Use/Resource Management committees would also be meeting the same night under the Council's holiday schedule.

UDC draft 2nd comment letter to NYS DEC on dSGEIS, hazmat training: Fluhr asked the committee to review the second comment letter draft handed out that would be issued to the NYS DEC regarding its draft Supplemental Generic Environmental Impact Statement on natural gas drilling/exploration. The letter requests hazmat training for local emergency responders and hospitals as well as the railroads to be provided by the gas companies relative to any gas drilling/exploration incidents that might take place. The draft letter would also be reviewed by the Project Review Committee at its meeting. Following review of the letter, a motion by Wieland seconded by Bowers to approve the letter with no changes was carried. Fluhr mentioned that copies of the Council approved comment letter should also be sent to any and all railroads with their tracks in the Upper Delaware River Valley.

In Memoriam Richard (Dick) Albert: The committee was provided with an Obituary notice that staff received from the Delaware River Basin Commission reporting the passing of Dick Albert on Nov. 17, 2009. The Council was fortunate to have worked with Albert when he was employed by the DRBC. In fact, his dedicated work was recognized by the Council at its annual Awards Ceremonies in 1993 and 2000. Schultz mentioned that NPS-Upper Delaware sent a representative to Dick's funeral. Fluhr mentioned that Dick's book recounting the Tocks Island Project problems in the Delaware Valley was the best he's seen. Condolences are extended to all who knew and loved Dick.

NPS Intermittent Closures of Roebing Bridge: Schultz informed the committee that the NPS-Upper Delaware is issuing letters and news releases to alert the towns of intermittent closures scheduled for the Roebing Bridge due to snow removal. Schultz indicated the closures would depend on the amount of snow in a given event and the amount of time it would take staff to clear the Bridge and sidewalks of all snow. The delay to traffic might be up to an hour. Fluhr directed staff to prepare a comment letter for the Council meeting relative to these closures.

Public Comment None

Adjournment A motion by Bowers seconded by Roeder to adjourn the meeting at 7:13 p.m. was carried.

Carol Coney, Office Manager