

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**June 26, 2018**

Committee Members Present: Aaron Robinson, David Dean, Al Henry, Jeff Dexter  
Harold Roeder, Jr, Jim Greier, Fred Peckham  
Committee Members Absent: Larry Richardson  
NPS Partner: Kris Heister, Jennifer Cluster  
Staff: Laurie Ramie, Pete Golod, Linda Drollinger  
Guests: Roger Saumure

The UDC's Operations Committee held its monthly meeting on Tuesday, June 26, 2018 at the Council Office in Narrowsburg, NY. Chairperson Aaron Robinson called the meeting to order at 8:13 p.m.

**Approval of April 24 Meeting Minutes:** A motion by Henry, seconded by Greier, to approve the May 22 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report & Monthly Calendar:**

**FY 2018 Federal Funding:** Ramie is targeting July 3 (to meet a July 10 federal deadline) for submission of the UDC's revised budget, narrative, work plan, SF-424, 424-A, 424-B, and Certificate of Lobbying forms to request Cooperative Agreement Modification 9, which will enable access to the \$149,224 balance of UDC FY 2018 funding. Budget preparation requires deciding on allocations or additional projects and expenditures this fiscal year. She said she would review the budget analysis with projected expenditures and spending through 9/30 with the committee later. The UDC is owed reimbursement of the \$5,155.05 balance from the May abstract and the \$18,374.48 amount of the June abstract (total \$23,529.53) once the federal account is replenished. The UDC's financial and narrative progress reports for the third quarter (April-June) will be due to NPS by 7/31. The federal government's payment vehicle, System for Awards Management (SAM), which has recently experienced fraudulent activity, required all registrants to verify identity via submission of a notarized letter. Although UDC was notified of this change (in effect since April 27) by NPS, not SAM, on June 5, Ramie submitted the required notarized letter on June 6. Despite later warnings of a two-month backlog in review of the notarized letters, Ramie received a congratulatory email on June 15 announcing successful SAM registration. The UDC is now active with SAM through June 15, 2019. On June 21, Ramie received an email from the SAM administrator advising that a new login process, effective June 29, will require creation of a Login.gov user account, intended to further increase security and deter fraud.

**Administrative Issues:**

**Membership Updates:** The Town of Tusten appointed Evan Padua as its UDC Alternate on May 1, and the Town of Lumberland appointed Nadia Rajsz as its UDC Representative on June 13. This is Padua's first UDC service, but Rajsz is a returning representative, having served 12 nonconsecutive years previously.

**Health Insurance:** MVP Health Care has released its fourth quarter rates which will be effective (upon UDC renewal) from 12/1/18 through 11/30/19. The monthly premium increase for the NY Small Group Liberty Gold 1 plan with the \$850 deductible will go from \$781.11 to \$864.65 per person, a 10.79% increase. By 6/13/18 memo, Drollinger opted out of enrolling in the UDC health insurance plan at the 90-day eligibility mark of 6/19. She will retain her current primary carrier, pending completion of her probationary period on September 19. She has requested UDC consideration of payment for a Medicare supplement plan, with monthly premium under \$300, beginning with the next Medicare enrollment period October 15. Insurance broker Nancy Yoder confirms that the cost will be less than \$300 per month, with Part D prescription coverage included. MVP has filed a request with the

New York State Department of Financial Services to approve a premium increase of 13.45% for 2019 (12/1/19-11/30/20). The state agency may approve, modify, or deny the request.

**Smoke and Carbon Monoxide Detectors:** Following June 7 UDC meeting approval to purchase and install smoke and carbon monoxide detectors (two pack 10-year wireless interconnected alarms protection kit) and carbon monoxide detectors (two 10-year battery wireless combination CO and smoke alarms) for the UDC office building, Shohola Alternate Roger Saumure ordered and picked them up from the Matamoras Home Depot, then delivered them to the UDC office, and installed the four units on June 14. His labor was donated. The units cost a total of \$230.02.

**Fire/Emergency & Exit Light Inspection:** Cintas Fire Protection contacted the UDC on 6/13 to advise that the annual inspection of UDC office fire extinguishers is due in July. Emergency exit lights will also be inspected and certified at a cost of \$15.25 per unit, in compliance with NFPA Fire Codes and OSHA regulations. The lights must have proper documentation, which includes the layout of each fixture in the building and certification stickers provided by a licensed technician to document the inspection. Monthly inspections are required, with UDC recordkeeping of each to be maintained at the site. A Cintas inspection guide, outlining emergency and exit light inspection procedures, was provided to Ramie and shared with the Committee.

**Capital Project:** Classified ads for contractors to construct and install a permanent attic staircase in the UDC office were placed on June 1 in three newspapers, to run in two issues each. Sealed bids were requested by 4:30 p.m. on 6/25. With the assistance of Golod, Richardson succeeded in getting the pull-down stairs to release so that we regained access to the attic. Richardson and Henry repaired one section of cable on 6/4. Henry took measurements and drew up a design for temporary safety improvements and potential cargo lift system. One contractor came in to inspect the project on June 13, in anticipation of placing a bid. The Town of Tusten Building Inspector advised that engineering design plans will be required due to the need for modifying the ceiling structure. Henry contacted the Honesdale office of JHA Companies (civil engineering and surveying firm licensed in PA and NY) which offered a proposal on June 19 to take field measurements of existing conditions, consult with the Building Inspector, and prepare specifications and drawings required for the project by June 29. After obtaining approval from the Executive Committee, Ramie signed the proposal and paid JHA a \$500 retainer. She also requested approval to extend the contractor bids to July 2, as a result of this additional work requirement. (See New Business for updated project information.)

**Public Relations:** Ramie was interviewed by the *Times Herald-Record* for a May 23 article by Matthew Nanci, "Three Delaware River bridge projects near completion." On May 30, Ramie contributed an op-ed column about the UDC for syndicated publication under the title "A River Unites Us" by the Wild Scenic Delaware River initiative. Ramie provided information on the Kellams-Stalker Bridge to *Sullivan County Democrat* reporter Isabel Braverman on May 30. Ramie was interviewed on June 1 by Barbara Demarest for "A Day on the River" WJFF Radio Chatskill broadcast.

**2018 Summer Events:** Golod and Drollinger will staff an information booth at the June 30 Upper Delaware BioBlitz in Starlight, PA and will do the same for the NPS Zane Grey Festival on July 14. Drollinger will attend the UDSB's July 21 event, "Dollars and Sense of Preserving Community Character" at the Narrowsburg Union for a Fall/Winter Upper Delaware article. Ramie and Drollinger will staff an information booth at Riverfest on July 22. Ramie and Drollinger will host the August 5 UDC Raft Trip, for which some reservations have already been received. This year's trip, from Skinners Falls to Ten Mile River, will cost \$27 for adults and \$17 for children aged 5-12. Drollinger issued a news release on June 14 publicizing the event, which was included in the *Times Herald-Record's* "Living Here" summer supplement on June 24. Reservations are due by July 27.

Ramie referenced the July calendar of meetings, activities and deadlines.

### **Old Business**

**NPS Response to UDC Request for Information Regarding Law Enforcement and Trash Removal Contracts:**

Robinson thanked Heister for her thorough, insightful June 14 report on the evolution and current status of law enforcement and trash removal services in the river corridor. (A copy of that correspondence was included in the meeting packet.) Robinson suggested sharing this information with towns and townships for their feedback, since it is a UDC responsibility to review this NPS program.

**2018 UDC River Cleanup Grant Applications (Deerpark Update):** Per the June 7 UDC meeting, the Town of Deerpark has been awarded an additional \$1,480.29 for a second Hawk's Nest cleanup; a letter of notification was sent on June 11. UDC is now awaiting receipt of Payment Reimbursement Request Forms from the four municipalities that were awarded grant (Lumberland, Deerpark, Tusten, and Damascus). Project completions are due by August 17.

**Technical Assistance Grants:** Completion of projects is due by August 24. When UDC receives notice of completion from Tusten and Damascus, a news release will be issued.

**Other:** Dean asked about DOT tree trimming along the Hawks Nest, noting that unobstructed river views are currently available only in winter, when the trees are bare. As Upper Delaware Scenic Byway, Inc. secretary, Ramie has been notified of the DOT plan and will provide updates to the Committee as DOT information comes to her.

**New Business:**

**Attic Staircase Engineer Consultation:** The Tusten Building Inspector requires engineering plans for the attic staircase replacement project. JHA Companies was retained by UDC for this project and will complete its research study by June 29, based on a site visit and measurements taken on June 22. Henry has offered to build a temporary safety railing around the top of the old steps, so that no one falls through the staircase opening. He has also offered to purchase all materials necessary for that job, and will then be reimbursed for them by the UDC. To date, one local contractor has expressed interest in the job, although several out-of-area contractors have made inquiries about the job based on information obtained from contractor websites that publish jobs listed in local newspaper advertisements.

**Project Ideas: Weighted Voting Tabulation:** A June 19 tabulation of results from council members' weighted voting on a variety of proposed projects was included in the meeting packet. It was decided to pursue replacement of the attic stairs in anticipation of hiring a summer helper to digitize paper historical records stored in the attic. An idea not included on the tabulation handout was to issue a third newsletter each year. In order to spend a portion of the unexpected \$36,000 FY 2018 surplus, an issue would have to go out before the end of FY 2018. Ramie's target submission date would be July 18, contingent on the ability of Courier Printers to assume that workload on short notice. Heister noted that the extra issue could be a UDC 30<sup>th</sup> anniversary special edition, with an historical perspective of UDC's accomplishments and its contributions to member towns/townships, including Technical Assistance Grants. There could also be coverage of the 40<sup>th</sup> anniversary of the Upper Delaware Scenic and Recreational River designation and 50<sup>th</sup> anniversary of the Wild and Scenic Rivers Act. Other added expenditures authorized were for supplies, staff incentives, and prepayment of fuel oil.

**UDC Records Management Temporary Help Response:** The advertisement placed in local newspapers for a temporary file helper was included in the meeting packet. Ramie reported that she had received two responses. When she provided the applicants with the compensation and outline of tasks, one said, "No, thank you." The other is a substitute teacher on summer hiatus, whom Ramie thought sounded like a good prospect. Ramie said that person will not only digitize files stored in the attic but will be expected to digitize some paper files maintained in the secretary and resource specialist areas as well. A motion by Henry, seconded by Dexter, to delegate authority to the Executive Director to interview and hire a temporary independent contractor was carried unanimously.

**Other:** Ramie introduced the idea of holding Project Review and Operations Committee meetings on separate nights, as recently both meetings have tended to run long. She noted that it would mean extra time and travel for

those who sit on both committees, but she thought it would also ensure that Operations Committee agenda items receive the same time, attention and consideration expended on Project Review agenda items. No action was taken.

**Summary of Pending Bills:** A motion by Peckham, seconded by Henry, to pay bills as noted on the June 26, 2018 Abstract of Bills handout, was carried.

**Financial Statements 06-30-18:** The Financial Statement was provided in the meeting packet for individual review.

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Greier, to adjourn the meeting at 9:07 p.m. was carried.

*Minutes prepared by Linda Drollinger, 06/29/18*