

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**November 22, 2011**

Committee Present: Larry Richardson, Scott Rando, Harold Roeder, Jr., Jack Niflot, Nadia Rajs, Fred Peckham  
Committee Absent: None  
NPS Partner: Absent  
Staff: Bill Douglass, Laurie Ramie, Dave Soete, Cindy Odell  
Guests: Nancy Yoder, Richard Eckersley, Dolores Keesler, Anne Willard, Cheryl Korotky, Tony Ritter, Don Hamilton, Debra Conway

The UDC's Operations Committee held its monthly meeting on Tuesday, November 22, 2011 at the Council office in Narrowsburg, NY. Chairperson Larry H. Richardson called the meeting to order at 6:34 p.m.

**Presentation by Nancy Yoder – Tri-State Benefits LLC:** Yoder reported that she received an e-mail from Empire BC/BS informing her that effective April 1, 2012 they are eliminating all but four of their health insurance plans, including the plan in which the Council is currently enrolled. She explained one of the few comparable options available is the MVP plan. She said it is an excellent carrier. Yoder provided a handout listing the benefits of two of the MVP plans available and explained the differences in rates depending on the time of enrollment. She explained that by enrolling everyone by December 1, 2011, there would be a savings of approximately 14% as the rates would be locked in at a lower rate for one year. It was determined that Yoder would need to know by November 23<sup>rd</sup> if Council wanted to enroll in the MVP plan by December 1<sup>st</sup> in order to take advantage of the lower rates.

**Presentation by Richard Eckersley – Eckersley and Ostrowski, LLP:** The Council's auditor, Richard Eckersley provided and reviewed with the committee excerpts from the draft audit report for Fiscal Year 2011 and other documents that required review and signatures. A discussion took place about the money that is in a money market account. It was determined that the UDC's savings accounts have resulted from depreciation and revenues other than Park Service funds. This is where the money comes from to make up the difference when the budget runs over the \$300,000 allotted by the Park Service and carries the Council when Park Service funds are not readily available. Eckersley suggested going to the Park Service and asking them to re-classify parts of our budget that were under in some categories and over in others. He noted that there were no problems found during the Fiscal Year 2011 audit. He submitted two engagement letters for review and signatures. A bill for services for FY 2012 was also presented, which Eckersley noted would be at the same rate. Roeder questioned where we stand with the NYS grants. Ramie answered that we are halfway done with the TM09050 program and noted that there are no administration fees being received for that. A motion was made by Rajs seconded by Roeder and carried to sign the letters of engagement.

**Approval of October 25 Meeting Minutes:** A motion by Rajs seconded by Niflot to approve the October 25 meeting minutes was carried. There was no public comment on the agenda

**Public Relations/Fundraising Specialist's Report:** Ramie reviewed her written report that was handed out. She has contacted the DRBC's GIS coordinator to seek assistance with production of a new 17 x 22" river corridor professional-looking map for the Map & Guide Brochure that she is working on for a Spring 2012 release. Rajs questioned if Council could purchase a new computer with updated software to allow Ramie to produce this document more efficiently. Richardson noted that we will be looking into a grant for new computers in the office, and wondered if newer software could be installed in the computer now to help with this project. Ramie said she would be leery about installing any new software in our current computers. Ramie said we have every intention of applying for the Norcross Wildlife Foundation grant, but we have been waiting for months for the quote from Council's IT person. Suggestions were made to contact other vendors. Ramie said that if the DRBC is unable to help with the production of the map, she plans to ask the Park Service for assistance with it.

Ramie said that the FY 2011 Annual Report is the next document she will be working on. When finished, it will be posted on-line as it was last year.

**Executive Director's Report:** Douglass requested an executive session at the end of the meeting to discuss personnel issues.

**New Business**

**Berlin Township UDC Alternate appointment:** Odell reported that Cathy Hunt, Berlin Township Secretary, notified us that Paul Henry has been appointed by the Berlin Township Board of Supervisors as the UDC alternate representative. Lillian Russell remains the township's representative. Ramie added that the alternate position has been vacant. Richardson questioned if Henry is a Supervisor. Ramie answered that he is the Chairperson of the Supervisors.

**Legal Services Search update:** Ramie told the committee that advertisements for legal services were put in three different newspapers and no responses were received. The proposals presented to the committee were generated by outreach communications from UDC board members and staff, including consultation of Pennsylvania and New York State Bar Associations. Two proposals were received. Ramie said that she had contacted John Keating to confirm that he was still interested in representing Council on the New York side as he had given up his Pennsylvania license. He confirmed that he would continue at his same rate since 2003. After much discussion it was decided to recommend Jeffrey P. Clemente for Pennsylvania and John Keating for New York to the full Council for legal representation of the Council on a per project basis.

**UDC Building update:** Odell reported that she had solicited quotes from four different electrical contractors for the repairing or replacing of the lighting in the Council office. Two contractors came in to take a look at what was needed and submitted quotes. She noted that she had also made several calls in search of a cleaning service and was unable to find anyone that was insured. Hamilton suggested calling the Park Service office to inquire about their cleaning service. Richardson questioned what was available in the budget for building maintenance. Ramie noted that the Building Maintenance and Supplies line item is \$5,100. Rajszyk felt that the committee should move forward with fixing the lighting. Richardson suggested the building committee get together and discuss the quotes for the lighting. Hamilton said that if it would help, perhaps the Park Service Chief of Maintenance Pat Connolly could take a look at the lighting needs. Ramie said that he has already done that and had made several recommendations. After further discussion, a motion by Rajszyk seconded by Peckham to accept Symanski Electric's bid was carried. Ramie questioned if this needed to go to full Council or if it was being authorized as an expenditure of the Operations Committee. Richardson felt the Operations Committee could authorize it.

**Summary of Pending Bills 11-22-11:** The committee was provided with an abstract of bills dated November 22 to review. A motion by Rando seconded by Rajszyk to pay the bills listed on the abstract was carried unanimously. Financial Statements as of October 31, 2011 were provided for individual review.

**External Meetings and/or Travel Requests:** Ramie referenced the handout of upcoming meetings provided to committee members. Rajszyk said that the Town of Lumberland meeting for its zoning revision scheduled for November 30<sup>th</sup> has been postponed until December 12<sup>th</sup> at 7:00 p.m. Soete said that since the November 29<sup>th</sup> public hearing on the NYS DEC dSGEIS will be live-streamed from Sullivan County Community College, he will view it on-line. The meetings or activities that staff requested to attend were: **Dec. 7<sup>th</sup>** - Pond Eddy Bridge Design Advisory Committee meeting, Shohola Township Building, 6 – 9 p.m.; **Dec. 9<sup>th</sup>** – Pike County Court of Common Pleas, Hearing on consolidation and bond for Holbert Quarry Appeal, Milford, PA, 1:30 p.m.; **Dec. 12<sup>th</sup>** – Town of Lumberland Zoning meeting, Lumberland Town Hall, 7:00 p.m.; **Dec. 16<sup>th</sup>** – UPDE Holiday Party, Carriage House, Barryville, 12:30 p.m. A motion by Rando seconded by Rajszyk to allow staff to attend the UPDE Holiday party at their own cost and time was carried. A motion to approve other travel requests by Rajszyk seconded by Roeder was carried.

**Appoint Pond Eddy Bridge Design Advisory Committee Member and Alternate:** The UDC has been invited to participate on the Design Advisory Committee (DAC) for the Pond Eddy Bridge Project. Ramie noted that an acceptance of the off and naming of the UDC's personnel was needed by November 28<sup>th</sup>. A

motion by Rajsz seconded by Rando to appoint Ramie as the Member and Soete as the Alternate for the Pond Eddy Bridge Design Advisory Committee was carried.

**Other:** Ramie questioned if the board intended to act on the new health insurance enrollment for December 1st. Richardson felt that it would be prudent to do that. After a short discussion, a motion to go with the MVP EOO22S plan was made by Rajsz seconded by Roeder and carried unanimously. Odell was asked to let Nancy Yoder know of the decision in the morning.

**Old Business**

**Report on 10/27 meeting with PA DEP Pottsville District Mining Office:** Soete provided a written report on the meeting.

**Report on 6-23/24 Wild and Scenic Rivers Act Training Workshop:** Soete said he had not had time to provide the written summary requested yet.

**Other:** None

**Public Comment:** Ritter said that he is going to try and live stream the NYS DEC revised Draft Supplemental Generic Environmental Impact Statement (SGEIS) public hearing to be held on November 29<sup>th</sup> at the Sullivan County Community College. He will send out the URL link to the site for viewing this. He added that he will also try and live stream the Tusten Town Board meeting regarding the vote on zoning and Article 14. Rajsz questioned Ritter if this is the town's final vote on the Tusten zoning. Ritter said that it is. He noted that the meeting is at 6:30 on Monday, November 28<sup>th</sup>.

A motion to go into Executive Session at 8:32 p.m. was made by Rajsz seconded by Rando.

A motion to come out of Executive Session at 8:40 p.m. was made by Rajsz seconded by Rando.

Richardson noted that the session was concerning personnel matters and that no action at this point is being taken.

**Adjournment:** A motion by Roeder, seconded by Peckham to adjourn the meeting at 8:40 p.m. was carried unanimously.

Minutes submitted by Cindy Odell 11/30/11