

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
April 23, 2013

Committee Present: Harold Roeder, Jr., Jack Niflot, Larry Richardson, Nadia Rajs, Fred Peckham, George Fluhr
Committee Absent: Jeffrey Dexter, Debra Conway
NPS Partner: Sean McGuinness
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, April 23, 2013 at the Council office in Narrowsburg, NY. Vice-chairperson Roeder called the meeting to order at 6:34 p.m.

Approval of March 26th Meeting Minutes: A motion by Richardson seconded by Peckham to approve the March 26th meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie referenced her written report provided in members' packets. She reported we have received Modification #12 to the UDC/NPS Cooperative Agreement on April 4th which provided the balance of our FY 2013 funds for the period of March 28 through September 30th under the Continuing Resolution that Congress passed dated March 26, 2013. Ramie said she applies on a monthly basis to draw down the exact amount of the expenses that we have each month. Typically, the money is credited the next day to our account. Richardson asked if the procedure has smoothed out. Ramie said it has. Ramie said that NPS Administrative Officer Karen Henry has given the UDC a deadline of July 10, 2013 to submit its Annual Application for Federal Assistance package for FY 2014, which must include the budget and three committee work plans. In order to meet this schedule, drafts must be reviewed at the May 21 (WU/RM) and May 28 (Ops & PR) committee meetings, and a resolution presented at the June 6th UDC meeting for approval because the July meeting falls on the 11th due to the July 4th holiday. She understood the accelerated schedule of last year to get this documentation together because of the financial system switchover, but hoped that would not apply this year. Ramie asked Karen Henry how much the UDC should budget for. Henry advised her to prepare two budgets; one for the full \$300,000 and another for 10% less. Richardson suggested working on an austerity budget and having a "wish list" in place. McGuinness could not confirm a 10% cut to the budget. Ramie said it is a challenge to prepare a budget that takes effect on October 1st in May as it is hard to anticipate certain expenses. Ramie noted that Dick Eckersley had offered to help her and the UDC bookkeeper Mike Poska with the budget this year. Two draft budgets will be ready for the May 28th Operations committee meeting for the members to consider. McGuinness said he will talk to Henry to see if the package does in fact have to be completed by the July deadline.

Ramie displayed a copy of the new map and guide brochure. She said we are really happy with it. She reported that 35,000 copies were delivered on April 11th and we are now in the process of distributing them. The Park Service did take 11 of the 78 boxes right off of the truck. Ramie said a close-out report of all the activities that took place to get to the point of having the brochure in hand was included in members' packets for their review. She noted that \$925 in donations was received to help offset the total cost of \$3,820. That expense appears on tonight's abstract, Ramie added. She encouraged members to help with the distribution of the brochures to help keep shipping costs down.

Ramie said the next big project is the Awards Ceremony that will be taking place Sunday, April 28th. She will be meeting with the owner of The Lackawaxen Inn on Wednesday, April 24th to go over last minute arrangements. Peckham asked how many people have made reservations. Odell told him 87. Ramie reviewed the itinerary of the event noting that ten awards will be given out. She reported that our offer for the \$25 sponsorships was unheeded.

Ramie provided a 25th anniversary update. She said she was asked to record a Community Spotlight feature on the UDC's anniversary for WJFF Public Radio on April 18th. That offer came after the station received one of our press releases listing some of our 25th anniversary activities. Fundraising t-shirt sales commenced and will be offered to the public after the banquet on April 28th. A UDC educational

program will take place at the Delaware River Sojourn kick-off on June 22nd. Other various activities were listed in Ramie's written report.

Ramie reported that four news releases were issued over the past month. They were "The Upper Delaware Spring/Summer Newsletter Available On-line and by Mail", April 3; "Join UDC for 25th Annual Raft Trip", 4/8 (Ramie noted this was prepared early so that it could be included in summer directories); "Reserve for UDC Awards by April 19", 4/8; and "UDC Updates Upper Delaware Visitor Map & Guide Brochure", 4/11. She said she will be issuing a number of additional releases in the near future.

Ramie noted that while delivery of the Spring/Summer 2013 edition of *The Upper Delaware* newsletter was due on April 1, Courier Printing was delayed to April 3 for various reasons and the Callicoon Post Office did not mail it until April 4 due to a small shortage in the UDC's postal account which required hand-delivery of a check.

Ramie reported Governor Cuomo has proposed a grants reform for all New York State grants. They are going to a web-based grants management system called Grants Gateway. Registration for this program is required by April 25th. Ramie completed the registration process which included submitting a notarized form, organizational chart, and W-9 form on April 1st. See www.GrantsReform.ny.gov for additional information. Ramie added that even though we decided to not go through with applying for the PA DCNR grant this round, T. O'Dell did go through the steps to get the UDC registered through that system as well.

Ramie noted the rest of her written report is self-explanatory and referred members to the May calendar provided in their packets. She said that she, T. O'Dell, and possibly Jeff Dexter will be participating in the NPS UDS&RR Foundation Document Workshop on 4/29, 4/30, and 5/1 at the Central House in Beach Lake, PA. At the May 2nd UDC full Council meeting, Lackawanna College students will project the effect of the Principles of the Upper Delaware Land and Water Use Guidelines on the community, economy, and environment of the river corridor in the year 2063 to start the 7:00 p.m. meeting. Peckham asked if anyone has seen the presentation yet. Ramie told him no. McGuinness said it is a college class currently going on. Peckham said it will be interesting to get the outside perspective. Ramie said that WU/RM committee members Andy Boyar and Al Henry along with T. O'Dell will be traveling to the USGS Delaware River Master Office in Milford, PA on May 8th to meet with Marie Stewart, the Deputy River Master. They hope to learn the function and operations of her office. They will report on what they learn at the next WU/RM Committee meeting. Ramie noted that the NPS D & H Canal Days program will be taking place May 1-3, and 8-9. The program teaches students about the canal era. Ramie hopes to attend to obtain some pictures for the next newsletter. On May 14th, a conference is being put on by Common Waters and the Regional Plan Association. The conference is called "Natural Economies" and will focus on making the most of the Delaware River Region's natural assets. She shared the itinerary and noted she e-mailed the link to members should anyone have any interest in attending. The conference will take place at the Riverview Inn in Matamoras, PA from 9:00 a.m. until 3:30 p.m. Jerry Kauffman will be the primary speaker. Ramie understands there are 75 slots that can be filled. May 15th is the date of the annual NY/PA Joint Interstate Bridge Commission meeting. The UDC attends this meeting each year in order to issue a press release about what the plans are for all ten bridges under their care. This meeting will take place at the Penn DOT office in Dunmore, PA at 10:00 a.m. Ramie said she will be attending a meeting concerning the Pond Eddy Bridge this Friday set up by Senator Bonacic. Rajs said McGuinness if he was invited to this meeting and if he had been in attendance at the last meeting. McGuinness said he was not invited to the last meeting, nor had he heard about it. Rajs said she will call Bonacic's office as she feels McGuinness needs to be at the Friday meeting. McGuinness said that Ramie extended him an invitation as she was told if there is anyone else she feels needs to be there, to let them know. Ramie feels it was an oversight in June that the Park Service was not there. McGuinness said that he was at the Skinners Falls bridge and commented how rusted the carrier beams of the bridge are. Fluhr said that is the same thing that is wrong with the Pond Eddy Bridge. Ramie anticipates hearing the decision of the Norcross Wildlife Foundation on the UDC's technology equipment grant application in late May. A number of other UDC meetings, activities, and deadlines were listed on the calendar.

Richardson asked if the Council computers had Skype. He was told that program has not been downloaded on the computers and the computers are not equipped with webcams.

New Business

UDC Bylaws Amendment: Resolution 2009-10: Ramie said that when the Hancock Compressor Station letter was being discussed, Peckham legitimately asked the question of where in writing it says that our committees have the right to issue comment letters. She said a Resolution was passed in 2009 and was meant to amend the UDC's Bylaws so that it will always be included that committees, when faced with time sensitive issues, can transmit opinions in writing either electronically or via the mail with it duly noted that such a response represents the opinion of the corresponding committee only. Ramie said prior management did not take the necessary steps to have this amendment added. The intended amendment would add section 2 to Article XI – Committees. Ramie recommends adding this to the Bylaws now as was the intention of the resolution that passed back in October of 2009. The Bylaws procedure which includes the 30-day notice to the full Council of what the change is would need to be followed. A motion to take the necessary steps to make the permanent amendment to the UDC Bylaws was made by Richardson, seconded by Rajsasz and carried unanimously

Discuss Revision to Sick Leave Policy: Ramie said this came out of the Personnel Subcommittee. Included in members' packets was a copy of the current language for employee sick leave. Richardson said the discussion came up of whether or not to place a limit on how much sick time can be accumulated. After much discussion, Ramie suggested that the committee propose language for how they might want the policy to change as it is always easier to react to something rather than debate it for too long. Richardson said he would put together some language for further discussion. Rajsasz asked if Family Medical Leave is addressed in the personnel policy. Ramie said it was not; it had not been envisioned when the policy went into effect in 1988. Rajsasz suggested it be addressed in the policy. Peckham noted it is a federal policy and there are many federal policies that are not included in the personnel policy that we need to follow anyway.

Delaware River Sojourn Fundraiser Request: Ramie noted she received an e-mail from Dan Okrent, the fundraising chairman of the 2013 Delaware River Sojourn. They are holding a first fundraising dinner on October 13th at the Shawnee Inn and Golf Resort. They have asked the UDC for their support publicizing the dinner and are also looking for donations of merchandise for raffle prizes. Ramie asked members if they would endorse the idea of putting together a package with a t-shirt and flashlight combo in lieu of a monetary donation which would be a hardship for us currently. A motion to put together a package of available merchandise for the Sojourn was made by Rajsasz, seconded by Niflot and carried unanimously. McGuinness suggested including the mission of the UDC with the package.

Summary of Pending Bills 4-23-13/Financial Statements: The committee was provided with an abstract of bills dated April 23 to review. A motion by Rajsasz, seconded by Richardson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of March 31, 2013 were provided for individual review.

Other: Rajsasz presented a check in the amount of \$1000 to the UDC from the Upper Delaware Scenic Byway. Richardson noted the Byway does very much appreciate the use of the UDC building and Ramie continues to be a key person in the effort. Rajsasz said the Byway is continuing to actively look for a recording and corresponding secretary. Rajsasz reiterated that the Byway does appreciate everything the UDC does.

Old Business

Strides Across the Delaware 5K Run/Walk April 12 Meeting Update: Other: T. O'Dell reported a meeting of the 5K committee took place on April 12th. The race application is in the process of being finalized and will be circulated once it is completed. Promotion of the event and the solicitation of sponsors will start soon after the application is finalized. Contacts have been made to law enforcement agencies and local fire companies to arrange traffic control. O'Dell said that formal requests will be made to these groups. McGuinness said the Park Service will offer some assistance. The required documentation for NYS DOT and Penn DOT permits to close one lane of the road is also in the works. Rajsasz asked who is on the 5K committee. O'Dell said Jeff Dexter, Pat Jeffer, and Al Henry from the Council, John Fletcher of the Equinunk Watershed Alliance, and staff. He added that Deb Conway offered to volunteer on race day, but was unavailable before that. O'Dell said that on race day, September 28th, we'll need quite a few volunteers, anywhere from 12 to 16. Roeder suggested inquiring if students from the Delaware Valley Job

Corps might be available to volunteer for the event. Peckham added the Family School in Hancock would be another place to inquire about student volunteers. Ramie said it would be good to involve youth in our event. McGuinness asked if anyone knows of a parade being held in Narrowsburg the day of the 5K. No one had any definite knowledge.

Other: None

Public Comment: None

Adjournment: A motion by Peckham, seconded by Rajsz to adjourn the meeting at 7:37 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 4/26/13