

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**October 22, 2013**

Committee Present: Jeffrey Dexter, Harold Roeder, Jr., George Fluhr, Fred Peckham, Debra Conway  
Committee Absent: Larry Richardson, Nadia Rajsz  
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, October 22, 2013 at the Council office in Narrowsburg, NY. Chairperson Dexter called the meeting to order at 7:57 p.m.

**Approval of September 24 Meeting Minutes:** A motion by Peckham, seconded by Roeder to approve the September 24 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie referenced her written report and noted that the government shutdown ended after 16 days. On October 17, the UDC received a Cancellation of Suspension of Work letter from NPS via e-mail dated October 17 which states, "Performance shall resume in accordance with Modification 13 dated August 16, 2013 subject to availability of FY 14 funds." The UDC received confirmation from Sean McGuinness on October 17 that we will be reimbursed for operational expenses incurred during the shutdown from October 1 – 16. The Continuing Resolution will allow the allocation of 29% of the UDC's FY 2014 funds through January 15, 2014. The funding is expected to be added to our ASAP account for draw-down by November 4 or 5 due to the fiscal year transition and backlog from the shutdown. Ramie reported on the UDC bank balance and spoke of a "Shared Work Program" through the NYS Department of Labor that she had researched and applied for in the event that the shutdown continued. The program is an alternative to layoffs which would reduce staff hours by 60%, entitle employees to receive partial unemployment benefits with a federal subsidy for up to 26 weeks, and have no negative impact on the UDC's unemployment insurance rating.

Ramie referenced the October 8 letter in members packets addressed to Pennsylvania Governor Tom Corbett requesting the appointment of a Commonwealth of Pennsylvania UDC Representative and Alternate. She noted it has been requested to consider involving individuals from both the DCNR and DEP agencies since our activities and deliberations cross over into both departments' jurisdictions. She said we await a response.

Ramie provided the renewal rates for the MVP Health Care insurance policy. She noted there will be the anticipated 3.82% increase for the period of 12/1/13 through 11/30/14. Concerning disability insurance, the UDC received a letter on October 21 from Zurich cancelling its Statutory Disability coverage as of January 1, 2014 since that company is no longer providing this coverage in New York State. Mike Preis, Inc. responded to Odell's inquiry that all their disability policies are being rolled over to another company, National Benefit Life, with no action required by the UDC.

Ramie stated the Fall/Winter 2013 issue of *The Upper Delaware* was delivered and mailed out on October 3<sup>rd</sup>. That completed our FY 13 contract with Courier Printing. A quote was solicited from them and will be addressed under New Business.

The four news releases issued this past month were: "84 Make 'Strides Across the Delaware 5K' Successful UDC 25<sup>th</sup> Anniversary Race" on October 1; "The Upper Delaware Fall/Winter 2013 Newsletter Available On-line and by Mail" on October 4; "Upper Delaware Council Awards 2014 Technical Assistance Grants" on October 7; and "Upper Delaware Scenic Byway Offers History Books, Placemats" on October 11. Ramie said she was contacted by an editor for the AAA TourBook and AAA.com on October 10 to update a listing for the Upper Delaware Scenic and Recreational River for accuracy as a preferred attraction.

Ramie referred members to her written report for information on grant activities, a list of Scenic Byway activities, a list of special meetings or activities for the period, and a list of the documents produced by her. The November calendar of UDC meetings, deadlines, and activities was provided. Ramie noted that a presentation will be given at the November 7 full Council meeting by representatives of Friends of the Upper Delaware River and NY Trout Unlimited.

**New Business**

**FY 2014 Newsletter Printing Quote:** A copy of the letter from Courier Printing Corporation of Deposit, New York stating “We would like to renew our contract for Fiscal year 2014 using the same prices as the Fiscal Year 2013 of \$2,274.00 per issue (\$4,548.00 per year)” was provided in members’ packets. A motion to accept the bid was made by Conway, seconded by Roeder and carried. Ramie stated she will prepare a draft Resolution for the full Council meeting on November 7.

**Summary of Pending Bills 10-22-13/Financial Statements:** The committee was provided with an abstract of bills dated October 22 to review. A motion by Conway, seconded by Roeder to pay the bills listed on the abstract was carried unanimously. Financial Statements as of September 30, 2013 were provided for individual review. Peckham questioned the \$100 difference in Member Fees between September 2012 and September 2013. Ramie said she would consult with the Council bookkeeper.

**Other:** None

**Old Business**

**2<sup>nd</sup> Draft Conflict of Interest and Code of Conduct Policies:** Ramie said these policies were introduced to the committee last month. She did incorporate the suggested changes that were made by this committee. The second draft policies were circulated to the full Council and comments were requested by this date. Ramie said she had not received any comments and asked Dexter if he had. He said he did not. After a brief discussion, a motion to send the second draft policies to the Council attorney for review was made by Conway, seconded by Roeder and carried.

**Other:** Fluhr expressed his concern about the FY 2014 TAGs being awarded contingent upon receipt of federal funding. He feels the lack of funding commitment may result in some hesitancy by the recipients to begin work on the proposed projects. Ramie agreed that some of the project sponsors may be reluctant to move ahead with the projects since it is a reimbursement program. McGuinness said it is his opinion that the UDC has the money to fund the projects despite the FY 2014 uncertainties and it would be good to assure the towns and townships to move ahead with their projects. After some discussion, it was decided to send letters to the towns and townships that were awarded Technical Assistance Grants and let them know that their projects will be funded regardless of federal funding. Fluhr commented that the completed TAGs are a great resource for all. Ramie said staff will send a letter to each of the TAG recipients advising them to move forward with their projects. Peckham added the letter should state the UDC will guarantee the funding provided the project is completed by the specified deadline of August 22, 2014.

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Conway to adjourn the meeting at 8:34 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 10/28/13*