

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
February 28, 2017

Committee Present: Jim Greier, Alan Henry, Fred Peckham, Jeff Dexter, Aaron Robinson, David Dean
Committee Absent: Harold Roeder, Jr., Larry Richardson
NPS Partner: None
Staff: Laurie Ramie, Cindy Odell, Pete Golod
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, February 28, 2017 at the Council office in Narrowsburg, NY. Chairperson Greier called the meeting to order at 7:30 p.m.

Approval of February 2 Meeting Minutes: A motion by Peckham seconded by Henry to approve the February 2 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie reported that a funding drawdown request to cover the February abstract of bills was made on February 27th. She provided the balance in the federal account. Ramie referred to the copy of the letter to Karen Henry, NPS Agreements Technical Representative, provided in members' packets. The letter provides the final modifications to the FY 2016 budget. The adjustments are based on an analysis conducted of any 10% plus/minus differences in actual budget expenditures at the September 30, 2016 conclusion of the fiscal year.

Ramie reminded members that the UDC had offered to assist the National Parks Conservation Association (NPCA) in gathering information on any Growing Greener grants that its member townships had been awarded since the program began in 1999 for a report on how that investment of dollars has benefited communities located near National Park sites in Pennsylvania. With the help of our Pennsylvania alternate representative Rhonda Manning and others, we were able to provide a very comprehensive list, Ramie added. The grants program started in 1999 with \$695 million available, was reduced in 2016 to a record low of \$50 million, and is proposed for funding at approximately \$55 million in the 2017 budget. NPCA is generating a fact sheet compiling the project data shared by Upper Delaware grant recipients and would like to present that information to the state representatives when it's available in late March or April. Ramie said that Amanda John, the Pennsylvania program manager for the NPCA, has invited the UDC to participate in the round table meeting that she wants to convene with Representative Mike Peifer and Senator Lisa Baker to inform them of what projects have been accomplished through the PA Growing Greener Program. After a brief discussion, a motion allowing Ramie to participate in the round table meeting was made by Henry, seconded by Robinson and carried.

Ramie said she continues to work on the Annual Report. Once it is complete, it will be posted to the UDC website, distributed and made available to the public upon request.

Ramie reported that solicitations for award nominations by the March 15 deadline has begun. A nomination form was provided in members' packets and is available on the UDC website. Ramie said we welcome any ideas and she encouraged members that if they can think of any individual, community, or group that is worthy of recognition of good deeds from 2016, to submit them. A timeline for the 2017 UDC Awards Banquet was provided in members' packets. Ramie said she will be issuing a press release on March 1 announcing Congressman Faso as the keynote speaker for the banquet.

Ramie noted that two news releases were issued in the past month. "Upper Delaware Council Names Roster for 2017" with group photo was issued on February 3 and "Upper Delaware Council Seeks Nominations for 29th Annual Awards by March 15" was issued on February 15.

Ramie stated that the Spring/Summer 2017 newsletter is due to the printer by March 15 for an April 3rd release. She has begun compiling a list of contents and setting up interviews.

Ramie reported that Odell has made the arrangements for the UDC Raft Trip in order for that information to be available for the newsletter. Kittatinny Canoes will be the host this year for the August 6th 6-mile raft trip from Staircase, NY to Matamoras, PA. Participants will check in between 9-10 a.m. at the KC Matamoras Base for shuttling. Reservations will be due by July 28. Cost will be \$27 for adults and \$17

for ages 5 – 12. This event has been updated on the Scenic Wild Delaware River MapGuide website, Ramie added.

Ramie said she reached out on February 25 to the Sullivan County Chamber of Commerce Foundation for a decision on the UDC's application submitted on August 31, 2016 to the Leadership Sullivan program proposing a Phase 2 NPS Corwin Farm Canal Clean-up as its Community Impact Service Project for 2017. We await their decision, she noted.

Ramie referred to the March 2017 calendar of UDC Meetings, Activities and Deadlines. She noted there are a number of deadlines related to the newsletter and Awards Banquet. Peckham referenced the March 29 Delaware River Basin Conservation Act Program meeting convened by the US Fish and Wildlife Service in Philadelphia and questioned if the UDC should have a presence. After a brief discussion about the program and its lack of funding, Henry recommended that staff would not attend this meeting.

New Business

2017 River Cleanup Grants Confirmation: Ramie referred to the copy of the memo proposed to be sent to member towns and townships regarding the 2017 River Clean-up Grants. She noted that in the FY 2017 budget, \$38,000 was budgeted in the grants line and the theory was that \$35,000 would be for Technical Assistance Grants and \$3,000 would be for the River Clean-up Grants. For the TAG program, the Council funded \$36,280 leaving a balance of \$1,720 for the River Clean-up Grants. Ramie suggested that the River Clean-up Grants could be still be funded at the \$3,000 level as has been the case for the last three years with budget line adjustments being made at the end of the fiscal year. Applications for the 2017 grants would be due by Monday, April 17, and funding recommendations would be voted on at the May 4 full Council meeting. Towns and townships receiving grant money would have until August 14th to complete their projects and submit their request for payment. A motion to proceed with the 2017 River Clean-up Grants program was made by Henry, seconded by Robinson and carried unanimously.

Executive Session Minutes Policy: Ramie said this subject was brought up by Henry at the February 2 full Council meeting and referred to this committee for further discussion. Henry stated that when an organization goes into executive session, notes should be taken and upon coming out of that executive session, any results should be conveyed to the recording secretary. He feels this should be done in order to better document for the future issues that are dealt with in executive session. Henry said that if he is present at an executive session, he will take the notes, but if he's not someone should be appointed to do so. A motion that notes be taken in any future executive session and a summary report of the results of what happened be given to the recording secretary was made by Henry, seconded by Robinson and carried. Henry said he would seek concurrence from all present in the executive session about the specific content of those notes.

TAG 2017-05, Berlin Township Request for Payment, \$5,000: A motion to approve the payment was made by Robinson, seconded by Henry and carried. Golod showed the copy of the finished project to committee members.

Summary of Pending Bills 2-28-17/Financial Statements: The committee was provided with the abstract of bills dated February 28 to review. A motion by Henry, seconded by Robinson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of February 28, 2017 were provided for individual review.

Personnel Subcommittee Report: Henry reported that the Personnel Subcommittee met at 6 p.m. this evening to address a number of issues. The following is a list of recommendations and discussions of the Personnel Subcommittee to the Operations Committee:

- The total accumulated uncompensated vacation leave that is currently owed and being carried by the Council as a liability be paid out at 50% of the total in FY 2017; 25% in FY 2018; and the remaining 25% in FY 2019. Henry asked that an agreement of these terms be drafted for the appropriate parties to sign.
- Personnel Policy Employment Agreement Amendment – The effective date for health insurance needs to be changed from 180 days to 90 days. Henry asked that this be updated in the UDC Organization Handbook as well.

- Vacation Leave Accrual Policy – The Subcommittee is recommending that following the six-month probationary period, the employee shall receive five days of paid vacation leave. Henry stated that this change would be retroactive to apply to Golod and that he would be entitled to these five days immediately.
- Fair Labor Standard Act – Henry noted that it is the findings of the Personnel Subcommittee that the Resource Specialist position is salaried/non-exempt. As a result, should the Resource Specialist work more than 40 hours, that individual is entitled to overtime pay at time and a half at the supervisor’s discretion. Henry stated that the Resource Special Position description be changed to reflect this.
- New York Paid Family Leave Act - Starting January 1, 2018, the New York State Paid Family Leave Program will provide New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service. Henry said this topic is being deferred for now until more information is available.
- Henry said the title of Resource Specialist may need to be changed in the future as there has been discussion that the title does not accurately describe the major duties of the position. Further discussion regarding this change will take place should the Council need to fill this position in the future.
- Personnel Files – Henry said that he will see to it that those files get organized as soon as possible.
- Health Insurance – Henry said the Personnel Subcommittee would like to have someone address the Operations Committee about alternative health insurance plan options including company health savings account.

Other: Peckham spoke of the draft letter to NYC DEP that will be presented to the full Council for approval at its March 2nd meeting.

Robinson reported that the Pond Eddy Bridge construction is delayed due to the weekend flooding event.

Old Business: None

Public Comment: None

Adjournment: A motion by Peckham, seconded by Dean to adjourn the meeting at 8:16 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 3/2/17