

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
April 26, 2016

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

The UDC's Operations Committee held its monthly meeting on Tuesday, April 26, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:17 p.m.

Approval of March 22 Meeting Minutes: A motion by Roeder seconded by Dean to approve the March 22 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report: Ramie referred members to her written report. She provided the amount requested for the monthly drawdown to cover the April abstract expenses and reported there is a healthy balance available through September 30, 2016. She stated we are on a mid-May deadline to submit the UDC's SF-424 Application for Federal Assistance. The three committee Work Plans and the budget for FY 2017 will be presented to the full Council at the May 5th meeting for final approval.

Ramie's report contained the balances for the UDC's two bank accounts at the Jeff Bank. She reported that she obtained signatures on a Linked Account Transfer Form for Jeff Bank to provide overdraft protection for the UDC's savings and money market accounts.

Ramie noted that annual job performance appraisals for herself and the Secretary should be scheduled by the Personnel Subcommittee in May. The Resource Specialist is under a six-month probationary period and therefore subject to evaluation on or about October 23rd. Ramie explained the evaluation process. Ramie asked Henry if he would carry on as the Chairperson of that Committee. Henry agreed to do that. After a brief discussion, it was agreed that the Personnel Subcommittee would meet to perform staff evaluations in advance of the May Operations Committee meeting on May 24th at 6:00 p.m. Robinson stated that he will not be in attendance at that meeting. Henry asked Ramie to send this information out to the Personnel Subcommittee members.

Ramie's report contained the timeline for the filling of the Resource Specialist position. She stated that Pete Golod accepted the terms of the UDC's Employment Agreement offer on April 13th. The 16 other applicants were notified of the outcome in April 13 letters. The effective date of employment for Golod was April 23rd to coincide with the start of the payroll period and enable him to attend the UDC Banquet as a staff member. All the employment documentation has been completed, Ramie stated. She said she will issue a news release about Golod's hiring based on the interview conducted earlier in the day. Ramie expressed her appreciation to Henry and the rest of the Personnel Subcommittee for their efforts filling the Resource Specialist position in two months. Richardson suggested that members may want to consider changing the name of the Resource Specialist position to better reflect what the duties really are. The bulk of the duties deal with planning, he said. He asked Golod and members to think about what might be a better title. Henry suggested that this could be a task of the Personnel Subcommittee in the future.

Ramie stated that estimates have been received for two building matters. The first is the replacement of the damaged lattice work surrounding the oil tanks and air conditioning unit. The estimate from contractor Tom Coacci includes removing and disposal of the old lattice, replacing with new privacy lattice, repairing the door and latch, and removing the other garbage from within the existing enclosure. The second matter is the installation of a split-zoned heating system with individual controls. Don Bellotti of Riverside Mechanical suggested this improvement while here repairing a leaking pipe in the heating system. He said it could result in some cost savings, but would also allow for some heat in the building in the case of another leak. A motion approving both jobs and the estimates provided for each one was made by Henry, seconded by Roeder and carried.

Ramie said she was pleased with how the Awards Banquet turned out on Sunday, April 24th at Tennenah Lake Golf and Country Club. It was attended by 93 paid guests. She said the venue did a nice job

for us, noting it was the first time the event was held there. Ramie added that she was happy with the quality of the acceptance remarks and noted there was a lot of synergy between many of the recipients. Richardson and members applauded the staff for a job well done. Ramie said she sent a note of thanks to Superintendent Heister for serving as the keynote speaker and expressed gratitude that she put the local park unit into a national context which was interesting as we sometimes feel as ourselves as separate and outside from the greater system. She said Heister pointed out that we are part of all of these “America’s special places.”

Ramie reported that four news releases were issued in the last month. Those releases were: “UDC Announces Honorees for Awards Ceremony on April 24”, 3/25; “The Upper Delaware Spring/Summer 2016 Newsletter Available on-line and by Mail”, 4/1; “National Park Service Superintendent to Deliver Keynote at UDC Awards” with photo, 4/6; and “UDC Honors River Valley Contributors” photo and caption, 4/25.

Ramie noted that she was interviewed by Kelly Waters from the *Wayne Independent* on March 30th for an article about the UDC awards and by Gittel Evangelist from the *Times Herald-Record* on April 20th for an article about three Upper Delaware bridges. The article will focus on the Narrowsburg, Skinners Falls, and Pond Eddy Bridges and the problems therewith.

Ramie reported that the Spring/Summer issue of *The Upper Delaware* newsletter was delivered on-time April 1st. It was distributed, posted on the website, publicized for availability and the index of articles was updated.

The Scenic Wild Delaware River interactive website will be launched in a local event on May 5th at the Narrowsburg Union, Ramie stated. At these roll-out events, light refreshments will be offered and the people that have sites that are listed will receive their certificates showing that their site is branded by National Geographic and instructions for how to link to that website through a website badge.

The Leadership Sullivan work day at Corwin Farms will take place on May 21st. Ramie noted that she will cover the clean-up for the next newsletter and arrange to show the resulting project video at a future UDC meeting.

Ramie referred to the May calendar of UDC Meetings, Activities and Deadlines. She stated it also includes a June preview. Ramie said that as part of the “Great American Clean-up of PA”, the NPS will be sponsoring a road clean-up event in Lackawaxen, PA on May 7th from 11 a.m. to 2 p.m. from the Lackawaxen Access to the Roebling Bridge. This is the first of many events scheduled to celebrate the NPS Centennial.

New Business

Review of Draft FY 2017 Budget: Ramie referred members to the copy of the budget in their packet. She noted it is very difficult to project ahead to October 1st for budgetary matters this early in the fiscal year. She said it is predicated on the current trends in spending. Ramie explained some of the changes in the budget lines. She explained that surpluses have been realized in some of the budget lines due to the Resource Specialist two-month vacancy. Ramie said she added funding to the UDC Publication line as the UDC Visitor Information Map and Guide brochure needs to be updated and reprinted in the next fiscal year. We are currently down to four boxes on hand in the office, she added. Ramie said that river-recreation related businesses in four categories are listed in the brochure. A voluntary donation is solicited from those businesses and most do donate, she added. A motion to move the draft FY 2017 Budget to the May 5 full Council for approval was made by Richardson, seconded by Henry and carried.

Henry recommended that some of the end of year surplus funding could be used to hire an outside consultant to assist in the review of Shohola Township’s substantial conformance. A brief discussion about planner Tom Shepstone and his history with the Council took place.

Review of Draft FY 2017 Work Plan: Ramie noted that the draft Work Plan was included in members’ packets, but was also sent out in advance. Members agreed to review the document collectively page-by-page. Ramie stated that the first page now contains information about what time period this Work Plan covers. She noted that anything crossed out in the document is proposed for deletion and anything underlined is to be considered new. A brief discussion took place about acting on the analysis provided in the Technical Review Report of the 1986 River Management Plan, completed in November, 2014, to identify issues which may require updating in the Plan to adapt to changing conditions and community needs. Henry suggested that surplus funding could be used to work on accomplishing this task. Ramie

stated the UDC may have to come up with a different strategy if it hopes to see any state funding. She is not confident that either New York or Pennsylvania will ever include line item funding for the Council at this point. Discussion about sending letters similar to those sent to the Governors of New York and Pennsylvania in May 2012 requesting funding to address specific tasks took place. Ramie said similar letters could be considered again. A motion to recommend the FY 2017 Work Plan with the proposed changes to the full Council was made by Henry, seconded by Richardson and carried.

Draft Resolution 2016-04: Authorizing a Resource Specialist Training Reimbursement Agreement: A motion to adopt this Resolution from the Operations Committee was made by Richardson, seconded by Henry and carried.

River Clean-up Grant Applications: Ramie referred to the report provided in members' packets. She noted the amount requested does exceed the amount budgeted. Five applications for funding were received. A motion to re-allocate some funds in the budget and fully fund the program was made by Richardson and seconded by Dean. Henry noted that the Town of Deerpark's request for funding is for picking up trash through the Hawk's Nest section of Route 97 and not river or shoreline clean-up. He requested an effort be made to pick up trash from along the river as well. Dean explained that the Town has minimal exposure to the river within the designated corridor. He said the Hawk's Nest was the most logical place for the Town to keep clean because in their opinion, it is the gateway to the Upper Delaware. Henry shared his thoughts for where the Town could accomplish river and shoreline clean-up. Dean said an effort to accomplish that will be made. Henry referred to this program as a "stellar" one and suggested surplus funding could be used to grant clean-up funding at the end of the summer season. Ramie said there is a precedent to adding to this program. A vote was taken and the motion to fully fund the 2016 UDC River Clean-up Grant applications with the Town of Deerpark making some effort to accomplish river and shoreline clean-up in addition to the Hawk's Nest clean-up carried.

Approve Payment for NYS SEQRA 5/10 Educational Conference: Ramie said there is a \$20 fee associated with this conference that Golod intends to attend. A motion to approve the payment was made by Richardson, seconded by Roeder and carried.

Summary of Pending Bills 4-26-16/Financial Statements: The committee was provided with the abstract of bills dated April 26 to review. Ramie noted that the final payment to Environmental Planning and Design is listed on this abstract. By approving the abstract, that final payment will be released to them. Peckham asked that mileage reimbursement for Personnel Subcommittee members be checked into to ensure that all meetings are covered. A motion by Henry, seconded by Dean to pay the bills listed on the abstract was carried unanimously. Financial Statements as of April 30, 2016 were provided for individual review.

A brief discussion about unrestricted funds took place. Members asked that clarification be sought where that balance is listed on the financial statements.

Other: None

Old Business: None

Public Comment: None

Adjournment: A motion by Peckham, seconded by Robinson to adjourn the meeting at 9:25 p.m. was carried unanimously.