

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**May 24, 2016**

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

The UDC's Operations Committee held its monthly meeting on Tuesday, May 24, 2016 at the Council office in Narrowsburg, NY. Vice-chairperson Roeder called the meeting to order at 8:06 p.m.

**Approval of April 26 Meeting Minutes:** A motion by Richardson seconded by Henry to approve the April 26 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 May abstract expenses. Ramie's written report contained the balances in the UDC's two Jeff Bank accounts. She stated that bookkeeper Mike Poska has added a line to the financial report to track the status of the UDC's unrestricted funds at the committee's request. She referred members to the financial statement provided in their packets. Henry questioned the difference in the unrestricted line between 2015 and 2016. Ramie said she believes it was the money encumbered for the Project Review Workbook consulting project. Henry asked Ramie to ask for clarification regarding that difference. Robinson believes the bookkeeper was catching up on a general ledger entry retroactively. He added that the unrestricted funds should be segregated from the federal funds. Ramie said that she will check into that difference.

Ramie reported that the UDC's Application for Federal Assistance package including the SF-424 form with six attachments, the FY 2017 budget, three committee work plans, and the resolutions approving them, was submitted to NPS Upper Delaware Administrative Officer Karen Henry on May 10<sup>th</sup> for processing.

Ramie noted that in today's mail we received a Notice of Proposed Premium Rate Change for the UDC's MVP Liberty plan for 2017 from MVP Health Care. The company has filed a request with the NYS Department of Financial Services for a 10.82% increase. She added that last year's rate increase ended up at 10.81% after they originally proposed a 21.61% hike. Richardson said he recently read an article which stated that the rate increase nationwide will be on average around 8%. Ramie said that UDC staff met on April 28<sup>th</sup> with Jeremy Ebert from the Ebert Insurance Group of Honesdale, PA to discuss options for medical insurance coverage. Ebert is researching alternatives and may possibly address the Operations committee with his findings at the September 27<sup>th</sup> Operations Committee meeting. The UDC's plan renewal is on December 1<sup>st</sup>.

Ramie stated that the Personnel Subcommittee met in advance of this meeting to perform the annual evaluations for the Secretary and Executive Director. A report will take place under New Business.

Regarding building work, Ramie reported that Don Bellotti of Riverside Mechanical completed the installation of the two-zoned split heating system with a programmable thermostat on May 9<sup>th</sup> and submitted his invoice for payment which members will approve on the Abstract of Bills included in their packets.

Robinson questioned if the UDC's assets and the federal funds are in the same account. Ramie said we have just two accounts, a money market and a checking account. Henry suggested setting up a separate account for the unrestricted funds so that they can be differentiated from the restricted funds. He said we should be able to look at the financial statements at any time and be able to determine what we have in unrestricted, or UDC, funds. Ramie said she could see the value in having that money in its own separate account. Henry said the unrestricted money in its own account could not be withdrawn without the approval by the Council. Ramie said she will look into making this change.

Ramie continued her building report noting that the replacement of the lattice around the air conditioning unit and the oil tanks by Tom Coacci of Damascus is still pending. She said that Star Hesse

from the Narrowsburg Beautification Group (NBG) has begun planting our beds in front of the office. She reminded members that the UDC did make a donation to the NBG to cover the cost of the materials.

Ramie stated that four news releases were issued in the past month. Those releases were: "UDC Hires Resource Specialist", with photo, 4/29; "UDC Awards River Clean-up Grants", 5/10; "Leadership Sullivan Class to Clean Canal Bed as UDC Service Project", with photo, 5/12; and "NY-PA Bridge Commission Approves Upper Delaware Plans", 5/19. Ramie noted that she will discuss the NY-PA Bridge Commission press release in further detail at the June 2 full Council meeting.

Ramie noted that Odell attended the May 5<sup>th</sup> Geotourism project launch event at the Narrowsburg Union, taking notes and photos on her behalf, and providing a report at the May 17<sup>th</sup> WU/RM Committee meeting. Ramie said she is going to inquire about how to obtain the website badge for the Scenic Wild Delaware River Geotourism to provide a direct link to the National Geographic MapGuide through the UDC website. The Geotourism Stewardship Council is tentatively scheduled to meet with PA Department of Conservation and Natural Resources Secretary Cindy Dunn in Hawley, PA on June 20<sup>th</sup> to discuss outreach projects, Ramie added.

Ramie reported that the Leadership Sullivan class did hold its canal clean-up day at the Corwin Farm on Saturday, May 21<sup>st</sup>. She said the project was being videotaped and she requested that the video be shown at a future UDC meeting. Richardson suggested inviting some representative from the class to come and summarize the project and what they got out of it. Ramie said she will extend that invitation. Heister said that Leadership Sullivan has requested that the UDC submit a proposal next year for the same project as they would like to support that. Members asked that a thank you letter to Leadership Sullivan for selecting and fulfilling the UDC's Corwin Farm Canal Clean-up project be sent. Ramie said she will do that.

Ramie said she updated the UDC's Scenic Wild Delaware River listing with the itinerary and cost details for the 28<sup>th</sup> Annual Family Raft Trip, which will take place with Lander's River Trips on Sunday, August 7<sup>th</sup>, paddling from Skinners Falls to Ten Mile River. Check in at Lander's Skinners Falls Campground between 9-10 a.m. Pre-registration with payment at \$26 for adults and \$16 for ages 5-12 is required by July 29<sup>th</sup>. Ramie said she also added this listing to the Pocono Mountains Visitors Bureau summer events calendar. The reservation form will be posted to our website, we will start our publicity, and send invitations to past guests, she added.

Ramie reported that we've received one River Clean-up Grant payment request from the Town of Deerpark for payment for partial completion of its spring and fall clean-ups. That will come up under New Business. She referred to the press release titled "UDC Awards River Clean-up Grants" included in members' packets. Ramie spoke of a small mathematical error found by Richardson on Resolution 2016-05 that has been corrected. The Resolution has been revised and awaits Chairperson Peckham's signature. The amount is listed correctly in the press release that was issued. All River Clean-up projects must be completed by August 15<sup>th</sup> in order to be eligible for reimbursement, she added.

Ramie said her written report contains information on non-UDC meetings or events that she attended and a list of documents she produced. She reminded members of her vacation that took place at the beginning of May, hence the gap in documents produced by her.

Ramie referred members to the June calendar of UDC Meetings, Activities and Deadlines. She covered highlights of the calendar including UDC website training on May 31 with Dorene Warner; a Friends of the Upper Delaware River meeting on June 1; NPS 100-mile Paddle kick off on June 4; several town/township planning and zoning meetings; and a NYC Department of Environmental Protection Emergency Action Plan Orientation Seminar and Communications Improvement Workshop on June 10 in Matamoras, PA. A brief discussion took place regarding the NYC DEP seminar. Ramie said she sent a request for UDC attendance at the seminar and that she awaits a response. She said that Peckham has expressed interest in attending. Ramie noted that the Delaware River Sojourn starts on June 18<sup>th</sup>. The section being covered that day is Skinners Falls to Ten Mile River and Zane Grey Access to Lander's Pond Eddy Base is scheduled for June 19<sup>th</sup>, day two of the Sojourn. Richardson asked Heister if correspondence has been sent to local municipalities requesting participation in their 100-mile paddle. Heister said that letters were sent electronically to all municipal supervisors requesting the participation of somebody from each town/township. Ramie said the public portion of the Upper Delaware BioBlitz is scheduled for June 25<sup>th</sup>. The UDC, as a sponsor of the event, will have a booth there that Odell and Golod have volunteered to staff. July dates were also included on the calendar for advance planning purposes, Ramie added.

**New Business**

**TAG 2016-03: Town of Tusten, Request for Payment, \$1,980.00:** Ramie said the project was approved at the Project Review Committee meeting contingent upon receiving an updated cover or title page containing the UDC logo and statement and two additional copies. A motion to approve the payment, but hold that payment pending completion of the project was made by Richardson, seconded by Henry and carried unanimously.

**River Clean-up Grant Request for Partial Payment, \$1,076.86 – Town of Deerpark:** A motion to approve partial payment of \$1,076.86, leaving a remaining grant balance in the town's award of \$1,006.12, was made by Henry, seconded by Robinson and carried unanimously.

**Personnel Subcommittee Report:** Henry said the Personnel Subcommittee met in advance of this meeting and completed Odell's evaluation, but did not have time to complete Ramie's. He stated that Ramie's evaluation has been scheduled for 6:30 p.m. in advance of the June 2 full Council meeting. Richardson suggested that an Executive Session be scheduled for the next meeting.

**Summary of Pending Bills 5-24-16/Financial Statements:** The committee was provided with the abstract of bills dated May 24 to review. A motion by Henry, seconded by Robinson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of May 31, 2016 were provided for individual review.

**Other:** None

**Old Business:** None

**Public Comment:** None

**Adjournment:** A motion by Dexter, seconded by Robinson to adjourn the meeting at 8:50 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 5/26/16*