

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**July 25, 2017**

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

The UDC's Operations Committee held its monthly meeting on Tuesday, July 25, 2017 at the Council office in Narrowsburg, NY. Chairperson Greier called the meeting to order at 8:19 p.m.

**Approval of June 27 Meeting Minutes:** A motion by Dean seconded by Roeder to approve the June 27 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report and Monthly Calendar:** Ramie reported that the UDC secured U.S. Department of the Interior approval for the Cooperative Agreement review as notified by Superintendent Heister on July 18<sup>th</sup>. Modification No. 5 to our Cooperative Agreement authorizing the release of the balance of our FY 2017 federal allocation was completed on July 19<sup>th</sup> and the funding was electronically deposited into our account on July 20<sup>th</sup>. Ramie said she applied for a drawdown on July 24<sup>th</sup> for the amount to cover May's deficit and the June and July abstract of bills and provided the balance through September 30<sup>th</sup>. The UDC's 3<sup>rd</sup> Quarter Progress Report for April – June 2017 was filed on July 13, Ramie added.

Ramie stated that the UDC raised much awareness about who we are and did have a lot of advocacy during this trying time which is reflected in the correspondence report at the end of her Executive Director's report.

In terms of the lack of state funding, Ramie said that following the July 6 approval and wide dissemination of the letters to NY Governor Cuomo and PA Governor Wolf regarding the issue, she received a request for additional information from our UDC Pennsylvania Representative Tim Dugan regarding Pennsylvania funding to explore funding options. In addition, she received a request from Assemblywoman Gunther's office to send the NYS Executive Order and references in the River Management Plan to state funding followed by a call from Gunther personally stating that this information has been forwarded to Assembly staff in Washington for investigation. Copies of letters supporting NYS funding received from Senator Bonacic, dated July 12, and Assemblyman Crouch, dated July 13, were provided in members' packets.

Regarding FY 2018 funding, Ramie stated that a newly-formatted budget, narrative, work plan, and SF 424 forms must be prepared imminently to submit to the NPS Northeast Region Contracting Division for processing. Ramie stated that the issue of Member Participation Fees must be resolved this evening and then she will set up a meeting with Heister to review any further changes that may be necessary to the FY 2018 documents based on her conversations with the Northeast Region. Once this step is done, Ramie said the drafts will be presented to the Council for approval via resolutions and then submitted for processing.

Ramie reported that staff has begun using an updated employee time sheet as of June 29<sup>th</sup> to keep better track of vacation, sick and personal leave earned and used per pay period.

Ramie stated that an on-site audit by the New York State Insurance Fund for the review of the UDC's Workers' Compensation policy took place on July 24. A final report is pending.

Ramie said that Golod staffed the UDC informational booth at the July 15 Zane Grey festival and provided the total of t-shirt donations received that day. She added that Odell staffed the informational booth at the July 24 Narrowsburg Riverfest.

Ramie noted that staff is actively working on the update of the Map and Guide Brochure in order to turn the files over to the printer by August 7<sup>th</sup> for release of the new brochure on September 1<sup>st</sup>. She said that we received \$625 in voluntary donations to help offset the printing costs from local businesses located within the river corridor.

Ramie reported that the UDC Raft Trip is August 6<sup>th</sup>. The reservation deadline for the trip with host livery Kittatinny from Staircase Access in the Town of Lumberland, NY to Matamoras, PA is July 28<sup>th</sup>. Odell reported that there are currently 60 people registered for this trip, which offers a deep discount of \$27 for adults and \$17 for ages 5 – 12. Ramie said we make no money on this event; it is our way of introducing people to the river which in turn promotes stewardship of it.

Ramie noted that three news releases were issued during this period. They are listed in her written report. The next release will be about the outcome of the raft trip.

Ramie said she was able to present the UDC Distinguished Service Award plaque to Ed Wesely of Milanville, who was unable to attend the April 23 Awards Ceremony, on July 19. A photo was taken for the next newsletter.

Ramie reported that the River Clean-up Grant project completion requests are coming in. The Town of Highland's will be addressed later this evening. August 14 is the firm deadline for submission of the two remaining applicants which are the Town of Lumberland and Damascus Township. She noted that the Town of Deerpark's funds have been released today after their offer to defer payment during the Council's financial crisis.

Ramie requested a formal motion to de-obligate the Town of Hancock's TAG 2017-03 funding of \$2,500. She read the July 11 default letter received from the town. A motion to de-obligate the Town of Hancock's \$2,500 TAG funding was made by Richardson, seconded by Henry and carried. Ramie reported that when this amount is added to the \$243 deficit by the Town of Deerpark, the total amount spent on TAGs for 2017, if all the remaining projects come in at the original grant amounts, will be \$33,537 of the original \$36,280 awarded on October 6, 2016. She added that August 18 is the deadline for FY 2017 TAG project completion submission. Applications for the FY 2018 TAG round are due by August 31 for the \$15,100 funding pool. The special Project Review Committee meeting to review the applications is set for September 12 with a vote on grant awards by the full Council on October 5<sup>th</sup>.

Ramie reminded members that the Renewable Energies Subcommittee is scheduled to meet again on August 3<sup>rd</sup> in advance of the full Council meeting. A revised "Position Paper on Select Utility-Scale Renewable Energy Systems" was sent out for review to the UDC membership and local governments on July 11, with a request to receive comments by August 3<sup>rd</sup>. To date, no comments have been received, she reported.

Ramie referred members to the August calendar of UDC Meetings, Deadlines and Activities. She noted that a presentation on the D&H Canal by Cliff Robinson, Jr. will take place at the August 3<sup>rd</sup> full Council meeting.

Greier complimented Ramie on her Letter to the Editor in the July 25 edition of *The Sullivan County Democrat* on the subject of their life jacket usage editorial.

### **New Business**

**FY 2017 Projected Expenses Analysis:** Ramie referred to the Profit and Loss report provided in members' packets. She noted the report shows a slight surplus currently and reviewed with committee members where those savings were realized. Ramie told members she would like permission to increase the number of updated Map and Guide brochures to be ordered from the 10,000 originally approved in July at a price of \$1,162 plus the layout charge. She provided the quotes from the printer on higher amounts which were \$2,332 for 30,000 copies and \$2,597 for 35,000 copies plus the \$120-\$180 layout charge. Ramie proposed increasing the order to 35,000 copies for which the price will be offset by the money raised through donations. A motion to approve increasing the brochure order to 35,000 copies at a price of \$2,597 plus the layout charge was made by Henry, seconded by Robinson and carried. A revised resolution will be prepared for action at the August 3 full Council meeting, Ramie noted.

Ramie asked members for suggestions for expending the remaining surplus. She noted that the Council's supply of UDC lapel pins is almost exhausted. She provided the approximate cost. A motion to order 100 UDC logo lapel pins was made by Henry, seconded by Dexter and carried.

**Member Participation Fee Policy and Position Description:** Ramie described the origin of the member participation fee found in August 4, 1988 Council minutes under Operations Committee Report which read, "The committee recommended a motion be made to the Council to reimburse each member town, upon that town's request, \$100 per month compensation for attendance at Council meetings by the representative of that township, effective the date the Council was organized. Motion by Frosch, seconded by Gutzzeit to

reimburse each member town for its representatives' participation upon request. Motion carried." She provided some supporting documentation including public comment, budget analysis, and town/township reimbursement requests.

Ramie said it seems to be the consensus that payment should go directly to the representative or alternate directly and not through the municipality; that payment should be \$35 per meeting; and that mileage reimbursement be retained. Henry made a motion to set the Member Participation Fee at \$35 per meeting, but add that compensation "will not exceed compensation paid by each town to its Supervisor (New York) or Chairman of the Board of Supervisors (Pennsylvania)" according to the River Management Plan; members be reimbursed the IRS Standard Mileage Rate; and that roll call will be taken at every meeting with attendance reflected in the minutes. The motion was seconded by Robinson. Dean suggested that the term "meeting" be defined. After a brief discussion, members decided that the monthly full Council, each committee meeting, and special meetings such as the TAG review meeting in September, would count as individual meetings. For the night when two committees meet, members would be reimbursed for two meetings. There would be one trip for mileage. Roeder questioned if members will be paid by the municipality or the Council. He was told that the member participation fee will be reimbursed by the Council directly to the individual. Richardson shared his calculations for member participation fee reimbursement based on current Council and committee membership. Members agreed that subcommittee meetings such as Personnel and Renewable Energies would not count for reimbursement and that no meeting reimbursement would be offered for alternates who choose to attend in addition to the municipality voting representative. Henry provided the figure for the amount that would be required for payment in the event that there was full representation at the full Council meetings and all the committee meetings. That amount was approximately \$6,000 higher than the current amount budgeted. Heister said there are three committees that are authorized in the River Management Plan. She shared her concerns about a migration of members from the Water Use/Resource Management Committee. Greier stated that the present WU/RM Committee consists of mostly dedicated individuals. Ramie reminded members that this is a proposal that will need to be agreed upon by the National Park Service. Dexter showed members the forms that he is required to fill out each time he uses his personal vehicle for federal purposes. Ramie shared the bookkeeper's current policy in place for recording member mileage reimbursement. Heister suggested that members think about the justification of the \$35 per meeting. Henry reiterated the fact that reimbursement cannot exceed compensation paid by each town to its Supervisor (New York) or Chairman of the Board of Supervisors (Pennsylvania) noting that amount is \$1,850 in Pennsylvania. He added it is his opinion that no one should look at participation on the Council as a source of income. A vote was taken on the motion and the motion passed. Ramie said this will be written up as a proposal to be presented at the August 3 full Council meeting. Notification of the pending change will need to be made to the municipalities, she added. Richardson said that he has already advised Cohecton of the potential change.

Ramie reported that she, Henry and Richardson each drafted UDC Representative's Job Descriptions. Copies of each proposal were included in members' packet. Ramie said that the sources for her description were the 1986 River Management Plan, the Articles of Incorporation for the UDC from 1988, the UDC Bylaws, and the Member Participation Policy. She said that Richardson's format reflected that of staff position descriptions. Richardson said that his verbiage came from the functions in the River Management Plan of the Upper Delaware Council. Ramie suggested that the final description could be a hybrid of the three proposals. Richardson said that his proposal may look intimidating, but members that attend the meetings and participate in them are already performing the responsibilities listed and could justify a member participation fee of \$35 as a result. Henry said his recommendation would be to go with Richardson's description with some minor edits as it is important to use a description acceptable to the Department of the Interior. Robinson said that representatives advocate for their town/township technically and he feels that Ramie's description reflects that. Richardson said that when representatives are at a meeting, they have responsibilities and his proposal reflects those in the use of the term "participate." He feels that his proposal defines the responsibilities of a UDC Representative. Heister stated that in the future everything in the UDC's work plan will have to be linked to a page in the River Management Plan. She said that the language reflected in the function statements that are contained in the River Management Plan is what is required in the description. A motion for Ramie to draft a position description using Richardson's proposal with some edits to include the proposed member participation fee and some verbiage about advocating for the municipality's interests for review before the August full Council meeting was made by Henry, seconded by Richardson and carried.

**River Clean-up Grant Request for Payment, \$1,200.00, Town of Highland:** A motion to approve the payment was made by Peckham, seconded by Roeder and carried.

**Summary of Pending Bills 7-31-17/Financial Statements:** The committee was provided with the abstract of bills dated July 25 to review. A motion by Henry, seconded by Peckham to pay the bills listed on the abstract was carried unanimously. Financial Statements as of July 31, 2017 were provided for individual review.

**Other:** None

**Old Business:**

**Delaware River Basin Restoration Program Funding:** Ramie referred to the handout in members' packets which is a July 18 statement from the Coalition for the Delaware River Watershed titled "Delaware River Basin Restoration Program Clears First Funding Hurdle". It reads in part that "Funding for the Delaware River Basin Restoration Program was approved by the House Appropriations Committee today. This is an important step in the federal budgeting process that will allow money to flow to the on-the-ground restoration projects throughout the Delaware River Watershed."

**Other:** Henry reported that Ramie's performance evaluation has been completed. He stated that Ramie has done "an excellent job." Members agreed.

Dexter read from the Coalition's statement, "This program will leverage the expertise of multiple experts, promote partnerships, and coordinate resources to address critical needs of the Delaware River Basin, its habitat, clean water, and supply the communities from the Delaware Water Gap to the Delaware Estuary." Peckham stated that the funding was never meant for the Upper Delaware.

**Public Comment:** None

**Adjournment:** A motion by Robinson, seconded by Roeder to adjourn the meeting at 9:26 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 7/31/17*