

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**August 23, 2016**

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

The UDC's Operations Committee held its monthly meeting on Tuesday, August 23, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 8:01 p.m.

**Approval of July 26 Meeting Minutes:** A motion by Roeder seconded by Robinson to approve the July 26 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie noted the federal funding drawdown was much larger this month to cover TAG and River Clean-up Grant payments in addition to the usual monthly bills. She provided the federal account balance which she said will be completely drawn down by September 21<sup>st</sup>, the date suggested by NPS Administrative Officer Karen Henry to avoid a system shutdown to close out the fiscal year.

Ramie reported that Doug Case has been appointed the new UDC representative for Lackawaxen Township, replacing Thomas Cardinale. An orientation packet has been sent to Case and an appreciation letter to Cardinale.

Ramie noted that we have learned that the UDC will have to revise its Personnel Policy regarding the current 6-month probation period for new employees to be eligible for health insurance due to a federal regulation under the Patient Protections and Affordable Care Act which limits that waiting period to 90 days, effective 8/25/14 and applicable to all group health insurance issuers for plans beginning 1/1/15. As a result, Resource Specialist Golod was immediately enrolled in the UDC's health plan.

Ramie said her written report contains information regarding recent UDC office purchases and deliveries, meetings to discuss needs, and bids that were solicited.

Three news releases were issued. Those were, "Lumberland, Shohola Complete Historic Projects with UDC Grants", 8/2 with photo; "UDC Raft Trip Attracts 115", 8/8 with photo; and "UDC Helps Fund River Clean-ups", 8/19 with photo.

Ramie said she delivered a UDC overview on August 11<sup>th</sup> at the Upper Delaware Scenic and Recreational River Educational Tour for New York and Pennsylvania Congressional Offices, as organized by the National Parks Conservation Association and Friends of the Upper Delaware River. She will provide more information on this event at the September 1<sup>st</sup> full Council meeting, she added. The fall, in-person meeting of the Geotourism Stewardship Council will be held on October 27<sup>th</sup> at a location to be determined.

Ramie reported that the UDC Raft Trip was very successful. We hosted 115 guests for the 28<sup>th</sup> Annual Family Raft Trip on August 7<sup>th</sup> from Skinners Falls to Ten Mile River Access.

Ramie noted that the Fall/Winter 2016 issue of "The Upper Delaware" newsletter is due to the printer on September 14<sup>th</sup> for release on October 3<sup>rd</sup>. She has started a contents list, attended events, and uploaded photos for pending articles.

Ramie referenced an attachment to her written report titled, "2016 UDC River Clean-up Grants Final Report" which summarized the outcome of that program. Final payments will be acted upon under New Business, she added.

Ramie reported there is a September 6<sup>th</sup> deadline to submit the application for the Leadership Sullivan Class of 2017 Community Service Project. She will be consulting with NPS staff for assistance with revising the scope of work and budget for a 2<sup>nd</sup> phase Corwin Farm Clean-up.

Ramie said that Odell researched and requested a bid from Iron Mountain Document Capture Services of Royersford, PA to scan, digitize, and index into searchable files the UDC's meeting minutes of the full Council and three committees and newsletters. This bid will come up under New Business, she

stated. Robinson asked if we will be retaining the paper versions of these documents. Odell said the original documents will be returned to us and we will retain them for the time being.

Ramie noted that her written report contains lists of Non-UDC Meetings or Events and documents produced by her. She referred members to the September calendar of UDC Meetings, Activities and Deadlines. The calendar contains a preview of October and will be updated for the September full Council meeting, she added.

Peckham reported that the Timber rattlesnake has been removed from the endangered list by the Pennsylvania Fish and Boat Commission in the Commonwealth.

**New Business**

**TAG 2016-01 Town of Tusten Request for Payment, \$2,300.00:** A motion to approve payment for TAG 2016-01, Town of Tusten, in the amount of \$2,300 was made by Roeder, seconded by Dean and carried.

**TAG 2016-02 Town of Delaware Request for Payment, \$4,460.00:** A motion to approve payment for TAG 2016-02, Town of Delaware, in the amount of \$4,600.00 was made by Roeder, seconded by Dean and carried.

**TAG 2016-04 Town of Lumberland Request for Payment, \$7,000.00:** A motion to approve payment for TAG 2016-04, Town of Lumberland, in the amount of \$7,000.00 was made by Roeder, seconded by Dean and carried.

**TAG 2016-06 Town of Highland Request for Payment, \$4,500.00:** A motion to approve payment for TAG 2016-06, Town of Highland, in the amount of \$4,500.00 was made by Roeder, seconded by Dean and carried.

**TAG 2016-07 Town of Highland Request for Payment, \$2,100.00:** A motion to approve payment for TAG 2016-07, Town of Highland, in the amount of \$2,100.00 was made by Roeder, seconded by Dean and carried.

**TAG 2016-09 Berlin Township Request for Payment, \$3,000.00:** A motion to approve payment for TAG 2016-09, Berlin Township, in the amount of \$3,000.00 and de-obligate the grant balance of \$40.00 was made by Roeder, seconded by Dean and carried.

**TAG 2016-10 Damascus Township Request for Payment, \$3,218.00:** A motion to approve payment for TAG 2016-10, Damascus Township, in the amount of \$3,128.00 was made by Roeder, seconded by Dean and carried.

Ramie said that press releases on these seven final projects will be issued stating what has been accomplished with them.

**River Clean-up Grant Request for Payment, \$1,006.12 Town of Deerpark:** A motion to approve the payment of \$1,006.12 was made by Roeder, seconded by Robinson and carried.

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

**River Clean-up Grant Request for Payment, \$775.00 Town of Lumberland:** A motion to approve the payment of \$775.00 was made by Roeder, seconded by Robinson and carried.

**River Clean-up Grant Request for Payment, \$665.00 Town of Tusten:** A motion to approve to approve the payment of \$665.00 was made by Roeder, seconded by Robinson and carried.

**Status of 2016 Budget:** Ramie referred members to the handout with the cover sheet that includes the current status of funding and projects where we will stand in September as prepared by our bookkeeper. The handout also includes staff's recommendations for how to spend the surplus. Copies of the quotes for

each project were attached. The recommendations include the purchase of 4 new desk-top computers to replace those currently in use, the power washing of the building, and the scanning of the Council meeting minutes and newsletters by Iron Mountain. Robinson asked if there is funding to add a member portal to the UDC website to upload UDC documents for review on members' personal devices. Ramie said that was not accounted for in the recommendations. Robinson said he feels that accomplishing this would be very valuable. Ramie said she has sent an inquiry to our webmaster Dorene Warner to see if that is a service she could perform. Warner said she would have to look into this and get back to us. Ramie suggested there may still be some available funding to accomplish this. A motion to accept the recommendations of the staff was made by Robinson, seconded by Dean and carried.

**Revised Request for 9/19-20 Delaware Watershed Forum:** Golod said the expenditure for this conference and lodging for one night was approved at last month's committee meeting. He said that it has come to his attention that the conference starts first thing Monday morning and the National Park Service staff he intends to carpool with to save on mileage reimbursement will be leaving Sunday resulting in an extra night stay. A motion to approve the additional night lodging was made by Richardson, seconded by Roeder and carried.

**Summary of Pending Bills 8-23-16/Financial Statements:** The committee was provided with the abstract of bills dated August 23 to review. A motion by Robinson, seconded by Richardson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of August 31, 2016 were provided for individual review.

**Old Business:** Ramie said she will provide an update on the Early Warning System for Reservoir-Related Emergencies sirens inventory responses and supplemental public notification support letters at the September full Council meeting.

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Richardson to adjourn the meeting at 8:29 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 8/29/16*