**Upper Delaware Council**

**OPERATIONS COMMITTEE MEETING MINUTES**

**October 25, 2022**

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| Committee Members Present: | Andy Boyar, Larry Richardson, Fred Peckham (Zoom), Harold Roeder, Al Henry, Jeff Dexter, Aaron Robinson (Zoom), Jim Greier, Ginny Dudko |
| Committee Members Absent: |  |
| Staff: | Laurie Ramie, Kerry Engelhardt, Ashley Hall-Bagdonas |
| NPS Partner: | Cody Hendrix- Community & Land Use Planner (Zoom) |
| Guests: | William Dudko- Town of Deerpark Alternate |

The UDC’s Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, October 25, 2022. Chairperson Boyar called the meeting to order at 7:33 p.m.

**Approval of the September 27, 2022 Meeting Minutes:** A motion by Henry seconded by Greier to approve the September 27, 2022 meeting minutes carried.

**Executive Director’s Report and Monthly Calendar:**

***Financial Status:***

**FY 2023 Federal Funding**: Ramie withdrew $19,777.95 from ASAP on 10/25 to cover the October bills, leaving a balance of $130,222.05. She will prepare an Application for Federal Assistance package (budget, work plan, narrative report, and SF-424 forms) in advance of the 2nd quarter ending 3/31/23.

**Annual Reports*:*** Ramie will prepare a Fiscal Year 2022 Federal Financial Report (FFR) and Performance Progress Report (PPR) to submit to NPS via the Grant Solutions online program, and convert annual reports from FY 19, 20 and 21 for the UDC website publications page.

**State and Federal Funding**: Ramie communicated with Kristen Bowman Kavanagh on 10/3 about the DRBC’s conversation with Assemblywoman Gunther on her interest in the UDC’s state funding situation. She continued providing information to U.S. Congressman Matt Cartwright’s Economic Development Director Dr. April Niver regarding federal funding. She will send a letter to Assemblywoman Gunther in late November as requested.

***Administration:***

**Office Maintenance**: Contractor Tom Coacci replaced the utility room sink faucet which restored our hot water that had been off since 9/22, and his crew removed the pulley system drapes fixtures and installed new rods and curtains in six windows on 10/5 at a cost of $365.

***Public Relations:***

**News Releases:** Three news releases were issued: “Two Towns Complete UDC 2022 River & Shoreline Clean-ups”, 9/30 with Hawk’s Nest photo; “UDC Grants Benefit Tusten Zoning”, 10/6; and “UDC Will Present Wild Trout Thermal Stress Presentation by Dr. Peter Kolesar on Nov. 3”, 10/20 with photo. Ramie replied to inquiries from Derek Kirk at *Sullivan County Democrat* 10/5 on Damascus playground equipment purchased partially through the UDC PA grant which led to a front-page article and from Liam Mayo of the *River Reporter* 10/6 providing the requested list of Delaware Watershed Conservation Fund grants. Staff posted photos and profile links for UDC River Valley Awards honorees daily since the 9/18 ceremony as well as meeting notices ahead of presentations. She changed UDC’s Facebook profile photo to a fall seasonal river image on 10/5. Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org. *Next topics*: River Corridor Map Gifts, Presentations, Fiscal Plan Actions, PA Grant, Annual Reports.

**Leadership Sullivan:** Ramie reported that we were pleased to accept an invitation by the Sullivan County Chamber of Commerce Foundation to provide a UDC & NPS partnership orientation program to the Leadership Sullivan Class of 2022 on 11/8 at 2 p.m. at the Council office. Which the adult business representatives will visit during their itinerary (handed out with her report). Cody Hendrix will be the NPS speaker and UDC Chairperson Andy Boyar is welcome to participate. We will give a PowerPoint presentation and prepare information folders. Non-UDC meetings or events as well as the latest documents are listed on the Executive Director’s Report that is included in the meeting packet.

**Other:** None.

**New Business**

**Quote for FY 2023 Newsletter Services by Courier Printing:** Ramie received the quote from Courier Printing for Fiscal Year 2023 mailing and distribution contract on 10/14. A Motion by Dudko seconded by Henry to prepare a draft resolution for action at the 11/3 UDC meeting carried.

**Formalize Vote for UDC Health Insurance Proposal:** Ramie researched options with Tri-State Benefits broker Nancy Yoder after receiving notice of MVP Small Group termination effective 11/30/22 due to new majority residency requirement policy. PA plan quotes were received on 10/18. She prepared a memo for the Operations Committee on 10/21 requesting an e-vote on the recommendation to enroll in 2 Highmark individual plans for the PA staff with coverage benefits, costs, and UDC overall estimated savings listed. A Motion by Henry seconded by Roeder for staff to finalize the paperwork necessary to proceed with the employee health insurance plan changesapproved by the committee that will save the UDC over $15,500/year ahead of the 11/30 cancellation of the UDC’s Small Group coverage by MVP Health Care carried.

**Summary of Pending Bills 10/31/2022**: A Motion by Henry seconded by Dexter to approve the bills and pay them in the normal fashion carried. Ramie explained that a final abstract for the month of September was also handed out since the last meeting preceded the 9/30 end of the Fiscal Year 2022.

**Financial Statement 10/25/2022**: Boyar said the financial statement is offered for individual review.

**Other:** None.

**Old Business**

**UDC Social Media:** Hall-Bagdonas said this month we shared a 10/15 litter pluck event that happened at Crystal Lake, UDC presentations and we already have members of public interested in Dr. Kolesar’s talk coming up on 11/3. She featured a post for Indigenous Peoples’ Day (10/10) on Instagram with text from The Coalition for the Delaware River Watershed and it had over 200 people like it and 140 people share it. Engelhardt continues to share partner news like the DRBC, PA Fish and Boat Commission as well as UDC updates on twitter. It’s been nice to share about the fall foliage reports from NY and PA.

**Other:** None.

**Adjournment:** A motion by Henry seconded by Roader to adjourn the meeting at 7:52 p.m. carried.

*Minutes prepared by Ashley Hall-Bagdonas 10/28/2022*