

**Upper Delaware Council  
OPERATIONS COMMITTEE MEETING MINUTES  
October 26, 2021**

Committee Members Present: Jeff Dexter, Larry Richardson (phone), Fred Peckham (phone), Jim Greier, Al Henry, David Dean (phone), Aaron Robinson.

Committee Members Absent:

Staff: Laurie Ramie, Ashley Hall-Bagdonas

NPS Partner: Cody Hendrix- Community & Land Use Planner (phone)

Guests: Roger Saumure- Shohola Township Alternate, Susan Sullivan-Town of Tusten Representative, Kerry Engelhardt

The UDC's Operations Committee held its monthly meeting at the Council office in Narrowsburg, NY. on Tuesday, October 26, 2021. Chairperson Dexter called the meeting to order at 7:05 p.m.

Greier requested due to the hazardous roads and inclement weather to run the meeting in a business-like fashion.

**Approval of September 28<sup>th</sup> Meeting Minutes:** A motion by Henry seconded by Robinson to approve the September 28, 2021 Meeting Minutes was carried.

**Personnel Subcommittee Report:** Henry said relative to the Resources and Land Use Specialist vacancy, applications have come in and they had an interview today with Kerry Engelhardt. Engelhardt decided to sit in on both committee meetings tonight. Henry requested there be a brief Executive Session after this meeting to discuss benefits, salaries, and personnel.

**Executive Director's Report and Monthly Calendar:** Ramie offered a brief summary of her written report.

***Financial Status:***

**FY 2021 Federal Funding:** Ramie oversaw the last approved expenditures to close out Fiscal Year 2021, for which the UDC spent \$300,834.24 for 10/1/20-9/30/21, according to the final accounting. She attempted to submit the Federal Financial Report (FFR) through Grant Solutions on 10/22 but ran into roadblocks of locked data and an incorrect Employer Identification Number on the online forms. She notified NPS UPDE AO Michele Blockberger on 10/22 to request assistance. Ramie will finalize submission of the annual FFR (SF-425 with attachments) and prepare the Performance Progress Report (PPR) for FY 21 using the work plan goals assessment format to upload to Grant Solutions by the 12/29 deadline.

***Administration/Office:***

**New Lights:** David Blethen from Rapid Electric in Glen Spey was contacted on 10/20 to repair a non-functioning overhead light in the back-office restroom and another non-existent overhead fixture in the front office restroom. He purchased and installed two 13-inch LED low profile flush-mounted fixtures expected to last up to 45 years on 10/22 for \$158.76.

***Public Relations:***

**"The Upper Delaware":** Ramie arranged for a contributed article on the NYS freshwater snails study by Andy Weber. She will plan contents, design, and compose "The Upper Delaware" Fall/Winter issue to submit camera-ready to Courier Printing by 11/24. Hall-Bagdonas will update the mail program database to send by 11/29 and expect delivery on 12/6.

**News Releases:** The UDC issued two news releases: "Two Towns Complete UDC 2021 River & Shoreline Clean-ups", 10/7; and "Value the Upper Delaware River" with petition link, 10/19.

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, along with November's monthly calendar. Ramie is waiting to hear back from Eckersley and Davis LLP on when they will schedule their office visit to review the books for the Annual Financial

Review. That's usually done in early November with an audit report delivered at that month's Operations Committee meeting.

### Old Business

**PA Grant Account, Fiscal Plan and Township Project Updates:** Ramie provided the updated balance sheet accounting for expenditures and interest from the \$100,000 grant. Ramie had been told by NPS on 10/1 to submit a Freedom of Information request for Commercial Use Authorization non-proprietary information that Long-Term Fiscal Sustainability consultant Michael Crane had requested for his report analysis. She sent River Management Plan references regarding the UDC's oversight role for NPS concessions programs on 10/4 to justify the request and the information was provided by Superintendent Joe Salvatore on 10/5 without having to file the legal request. She met virtually with Crane on 10/7 to provide additional information and get a report status. She wrote a voucher and check from the PA Grant account for the \$585.97 difference between the UDC Outside Consulting Services FY 21 allocation and the first Crane Associates invoice, a copy of which was included in the meeting packet. Ramie asked Damascus Township for a status report on 10/22. Dexter said that Damascus Township has not been able to complete its two projects as yet. Grant contract close-out deadline is 12/31/2021.

**2021 UDC River & Shoreline Clean-up Grants Final Report:** Ramie sent a memo to the UDC bookkeeper authorizing payment of Deerpark actual expenses based on the Operations Committee's 9/28 decision. She prepared a final report of program expenditures and statistics on 10/6 (handout provided). She issued a news release on 10/7 describing the clean-ups completed by the Towns of Deerpark and Lumberland.

**UDC Social Media Analytics:** Hall-Bagdonas said ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets and publicity continues to grow on Facebook, Instagram and LinkedIn. Our "Join the Team" post had a lot of traction this month. We will also be sharing invitations to upcoming presentations.

**Other:** Dexter told Hendrix he noticed in the past, when the water gets really high at Darbytown Access, that NPS flags it off. Dexter said right now the access is open and anyone wanting to see the river could be submerged very quickly if they drove down that ramp. Hendrix said he would contact the chief ranger about that issue.

### New Business

**Strategy to Seek UDC State Operational Funding:** Ramie said she thinks this is a discussion that takes longer than we have tonight but she included in the packet some information about that. UDC had a meeting with Thomas Caffrey, Regional Director for PA Gov. Wolf on 10/4 as well as the offer from National Parks Conservation Association (NPCA) to assist us in our quest for state funding. She also included the updated PA and NY fact sheets documenting the history of the operational support for the UDC. Ramie said Michael Crane will be making recommendations in his report that may inform our next moves.

**Petition for NYS Investment in the Upper Delaware River:** Ramie said everyone should have received the link for that petition: <https://www.greenactions.org/action-202109?sc=ems> If you are interested, you are still welcome to sign that. The link is also available on the UDC website under Latest News. When she last checked before we lost our Internet connection in the office for most of the day, it had 339 signatures. She will be featuring an article in the newsletter about it.

**Summary of Pending Bills 10/27/2021:** A Motion by Henry seconded by Robinson to approve bills was carried.

**Financial Statement 10/31/2021:** Dexter said the financial statement is offered for individual review.

**Other:** None.

**Public Comment:** None.

**Executive Session:** Henry said this Executive Session is for Personnel matters and it would be appropriate for the voting membership in-person and on the phone to stay. A motion by Henry seconded by Richardson to go into executive session at 7:20 p.m. to discuss personnel matters was carried. A motion by Henry seconded by Greier to come out of executive session at 7:35 p.m. was carried. Henry said benefits, salaries and personnel were discussed.

A Motion by Richardson to accept the Personnel Subcommittees recommendations seconded by Henry carried. The proposed recommendations will need to be approved by the full Council on 11/4.

**Adjournment:** A motion by Richardson seconded by Henry to adjourn the meeting at 7:40 p.m. was carried.

*Minutes prepared by Ashley Hall-Bagdonas 11/1/2021*