

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
October 27, 2015

Committee Present: Alan Henry, Larry Richardson, Dave Dean, Fred Peckham, Aaron Robinson,
Committee Absent: Nadia Rajsasz, Debra Conway, Harold Roeder, Jr., Jeff Dexter
NPS Partner: Kris Heister, Carla Hahn
Staff: Laurie Ramie, Travis O'Dell
Guests: None

The UDC's Operations Committee held its monthly meeting on Tuesday, October 27, 2015 at the Council office in Narrowsburg, NY. Chairperson Henry called the meeting to order at 6:43p.m.

Approval of September 22 Meeting Minutes: A motion by Peckham seconded by Richardson to approve the September 22 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar: Ramie reported that due to the Continuing Resolution, the UDC submitted a revised SF-424 Application for Federal Assistance with an amended budget to NPS on October 7th to reflect the 19.63% allocation available through midnight on December 11, 2015. A new Automated System for Payments (ASAP) account line was established for the UDC effective October 15. Ramie provided the amount she drew down to cover the October expenses and the balance in that account through December 11.

Ramie noted that the audit team from Eckersley & Ostrowski, LLC will be working at the UDC office on November 2 & 3, with November 6 as a third day back-up if needed. Dick Eckersley will offer his report of finding at the November 24 Operations Committee meeting.

Ramie stated that consideration of the investment of unrestricted funds had been scheduled for discussion in November. It is her recommendation that a decision be deferred until full federal funding for FY 2016 UDC operations is received.

Ramie reported that Karen Carlson of Beach Lake completed Phase 2 of the Attic Organization on September 29 and provided an inventory list describing what is currently in the attic. The fire-proof safe was delivered on September 29 by Agway to store vital documents and other items in-house. Odell has started to place the binders of minutes in there. Ramie said that she and Odell completed a three-hour Records Management Training program offered by the National Park Service at the Tusten Town Hall on October 22nd. Its instructor, Christian Higgins, the archivist and library manager for Independence National Historical Park, and Carla Hahn consulted with the UDC in our office on October 23rd. Higgins acknowledged that the next phase of the records management project is too big for staff to accomplish on their own. It is his opinion that our project could be eligible for funding. He has offered to provide a list of resources and potential funding sources that the UDC could tap for assistance with Phase 3 which will consist of developing a UDC Records Schedule and Requests for Proposals for records management and digitization.

Ramie said she hoped that members have had a chance to look at the UDC's new and improved website. A copy of the October 5 news release titled, "Upper Delaware Council Launches New Website" was provided in members' packets. Staff met with Dorene Warner of W Design on October 23 for part one of our website maintenance hands-on training. Phase 2 training will take place on October 29th. Ramie said she intends to issue a news release encouraging public contributions to the photo gallery.

Ramie reported that the contract with Environmental Planning & Design, LLC (EP&D) for the Project Review Workbook Update was signed on October 5. Two conference calls have been held with Project Manager Jennifer Cristobal to discuss project implementation and the stakeholder survey. Ramie noted that the whole project is six months in length with completion expected by the end of March. EP&D will hold stakeholder meetings on November 23rd and 24th. They will attend the November 24 Project Review meeting. Ramie said they would like to meet with the Park Service in a separate meeting. Heister said those dates may not work for Park Service to be available. She asked that be conveyed to EP&D so that other arrangements might be made.

Regarding UDC facilities, Ramie noted that Duffy's Pavement Markings of Bloomingburg filled cracks, and sealed and striped the parking lot on October 10th. She stated that Don Bellotti of Callicoon

replaced a piston on the furnace that was discovered to be faulty on October 13th. The three solar exhaust fans were installed by Buselli Solutions of Beach Lake, PA on October 16th. Ramie reported that Reeves Mountain Construction of Narrowsburg refunded the UDC's 50% deposit, minus the \$2,070 sub-contract for the solar exhaust fans, after Town of Tusten Building Inspector Gary Amerbach did not approve the initial construction plans for a set of permanent stairs to the attic. Ramie referred to the latest drawing for proposed stairs by Civil Engineer John Fink provided in members' packets. O'Dell explained the drawing and stated it will be a far more expensive project than was initially anticipated. After a brief discussion, a motion to no longer entertain the renovation for the attic stairs was made by Richardson and seconded by Dean. Dean suggested that the current set of dropdown stairs could be replaced with a better set. Henry agreed that finding a sturdier set of stairs could be researched in this fiscal year. After more discussion, a vote was taken and the motion passed unanimously.

Ramie stated that the Fall/Winter edition of "The Upper Delaware" newsletter did arrive by the deadline date. A draft resolution for the FY 2016 contract for printing and mailing services will come up for action at the November 5th UDC meeting. She noted we received a \$50 donation from Davis R. Chant Realtors of Milford, PA for a supply of each current newsletter that they distribute in their offices for clients.

Three news releases titled "Upper Delaware Council Awards 10 Technical Assistance Grants", on October 1; "The Upper Delaware Fall/Winter 2015 Newsletter Available On-Line and by Mail", on October 2; and "Upper Delaware Council Launches New Website", on October 5 were issued, Ramie reported.

Ramie noted that her written report contains information regarding the Geotourism Project. She said she circulated the final determination of the name "Scenic, Wild Delaware River" for the project on October 21. She added that community meetings to describe the site nomination process are being scheduled. She will circulate the details when they are available.

Ramie said an application was filed with Leadership Sullivan on September 29 for their Community Impact/Service Project program. The proposed project would be the D&H Canal clean-up at the Park Service's Corwin Farm. Their board will convene on November 18 to consider the applications. Ramie said she will be on stand-by that day from 1-4 p.m. for a possible question and answer session pertaining to the application. Ramie added that a joint river valley presentation to the 20-member Leadership Sullivan Class of 2016 took place at the UDC office on October 7th, with presentations delivered by Kris Heister for NPS, Travis O'Dell for the UDC, and a brief overview of the Upper Delaware Scenic Byway by Ramie. Henry questioned where this organization is from. Ramie told him the Sullivan County Chamber of Commerce Foundation sponsors it. She noted there are similar programs in Pike and Wayne counties. Heister told Ramie she can be available on November 18th to answer questions regarding the proposed project on NPS property if needed.

Ramie stated that her written report contains a list of non-UDC meetings and events, and a list of documents produced by her. Copies are available upon request, she added.

Ramie referred to the calendar provided in members' packets which contains UDC Meetings, Activities and Deadlines for the last week of October and the month of November.

New Business

Draft Resolution 2015-17: Awarding the Printing of "The Upper Delaware" Newsletter to Courier Printing Corp. for FY 2016: Ramie reported that the bid came in at the exact amount as this year. A motion to forward Resolution 2015-17 to the full Council for approval was made by Peckham, seconded by Dean and carried.

Summary of Pending Bills/Financial Statements as of 10-31-15: The committee was provided with an abstract of bills dated October 27 to review. A motion by Peckham, seconded by Robinson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of October 31, 2015 were provided for individual review.

Peckham said he does not think mileage for the September 8 Special Project Review meeting was figured into members' reimbursement checks. Ramie said staff will look into that.

Other: Ramie referred to the copy of the September 25 letter from Friends of the Upper Delaware River thanking the UDC for their sponsorship for the “Water, Water Everywhere” conference. Ramie noted the UDC also sponsored the Equinunk Watershed Alliance’s Crooked Creek 5K held on October 17th.

Old Business: None

Public Comment: None

Adjournment: A motion by Dean, seconded by Peckham to adjourn the meeting at 7:23 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 11/3/15