

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
December 20, 2016

Committee Present: Fred Peckham, David Dean, Larry Richardson, Alan Henry, Aaron Robinson
Committee Absent: Harold Roeder, Jr., Jeff Dexter
NPS Partner: Kris Heister
Staff: Laurie Ramie, Cindy Odell, Pete Golod
Guests: Jim Greier, Tony Ritter, Susan Sullivan, Doug Case, Deb Conway

The UDC's Operations Committee held its monthly meeting on Tuesday, December 20, 2016 at the Council office in Narrowsburg, NY. Chairperson Peckham called the meeting to order at 7:36 p.m.

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

Executive Director's Report: Ramie reported that Congress approved a second Continuing Resolution on December 8th which will provide stop-gap funding of federal government operations through April 28, 2017. This will free up an additional 57.37% of our federal funding upon completion of a budget modification to our Cooperative Agreement by the Park Service. Heister noted that NPS Administrative Officer Karen Henry sent the paperwork for that agreement in today. Ramie provided the current UDC's federal funding balance. She noted that a funding drawdown request to cover the December abstract of bills was made on December 19th.

Ramie said that we have been provided our final audit report as well as the completed tax and charitable bureau returns by Eckersley and Ostrowski, L.L.P. Those returns will be signed and mailed out to the respective parties well before the deadlines.

Ramie said it had been requested to itemize the Compensated Absences that were cited on the draft audit report. She referred to the third bullet point of her written report which provided the hours and value of the time that is owed. Ramie said she intends to prepare a memo to the Personnel Subcommittee with Dick Eckersley's recommendation for how to handle this UDC liability. Richardson noted that this is time that was accumulated in the past. Ramie said it is, but her agreement when she took the Executive Director position included that she would retain all benefits of the position prior to 2012 including any accrued vacation time.

Ramie reported that a draft resolution is included under New Business to act on the proposed letter of engagement provided by Eckersley and Ostrowski at the November 22 Operations Committee meeting for a FY 2017 financial review. The resolution will be presented to the full Council for consideration at the January 5 meeting.

Ramie noted that an inspector with the New York State Department of Labor's Division of Safety and Health's Boiler Safety Bureau made an unscheduled, two-year state inspection of the UDC's system on December 8th, for which we were billed a \$75 fee. Ramie added that Riverside Mechanical of Callicoon had provided the annual service for the oil burner on November 22nd. Both payments are on this month's abstract for approval.

Ramie stated that a letter was sent to the Westfall Township Board of Supervisors on December 2 notifying them that the township was recorded as absent from the last three consecutive meetings in October, November and December. According to our Member Participation Policy which was enacted as a resolution back in 2014, the UDC has the right to suspend the stipend paid to the member municipality until active participation resumes. Ramie said she strongly suggested in the letter that they need to consider finding an alternate representative to the UDC.

Ramie said a news release titled "Geographic Information Systems Map Project Discussed at January 5th UDC Annual Meeting" was issued on December 14th. This release was also posted on the website, she added. Heister said she heard radio station WDNH 95.3 announcing the date incorrectly earlier in the day.

Ramie said that she is working on the UDC's FY 2016 Annual Report for posting on the UDC website and availability to the public upon request.

Ramie reported that staff is preparing to develop the scope of work to update the 2013 Map and Guide Brochure for release in Spring 2017. A new map will be obtained from the National Park Service, we will solicit updates from the river recreation-oriented businesses located within the river corridor, fact-check and review all the text, she added. A Request for Bids to hire a printer will be issued. Ramie noted that businesses will be asked if they want to make a voluntary donation to help offset the cost of printing. Dean asked if the businesses do donate. Ramie said that many of them have in the past.

Ramie said she received a request on December 5 from Nina Juviler of Kaatskill Life to re-print the article and photos from the Fall/Winter 2016 issue, "Callicoon Historic District on Register", in their next magazine. She granted permission as long as they credit the UDC as the source of that. Ramie asked members their thoughts on a memorial for former Congressman Ben Gilman in the next newsletter. She noted it has not been mentioned in any of his obituaries or articles about his death about the influence he had in the Delaware River Basin in terms of the Upper Delaware designation. Dean stated that was appropriate. Ramie shared a letter from a newsletter recipient. The writer stated in part, "The newsletter remains interesting and well-written. It shows among other things that people are still capable of taking care of the landscape in cooperation with one another and with government entities."

Ramie noted that we received a request from the Equinunk Watershed Alliance to support their application for a Growing Greener grant through the Pennsylvania Department of Environmental Protection that is due by January 16. A draft letter has been prepared for the Water Use/Resource Management Committee's review tonight and will be put on the agenda of the January 5 UDC meeting.

Ramie said the National Parks Conservation Association (NPCA) is requesting the UDC's assistance to gather information on any Growing Greener grants that its member townships have been awarded since the program began in 1999 for a report on how that investment of dollars has benefited communities located near National Park sites in Pennsylvania. Ramie said she plans to send a memo to our participating township secretaries to gather pertinent information. Members had no objection to her assisting with this project.

Ramie noted that the UDC applied to the Sullivan County Chamber of Commerce Foundation's Leadership Sullivan program to propose a Phase 2 NPS Corwin Farm Canal Clean-up as its Community Impact Service Project for 2017. We await the announcement that was expected in December 2016, she added.

Ramie referred members to the January 2017 calendar of UDC Meetings, Activities and Deadlines. Some upcoming projects are listed on the calendar which Ramie reviewed with members. She said that the 29th Annual Awards Banquet will be held on the Pennsylvania side this year and is typically set on the fourth Sunday of April.

Henry suggested the Council be mindful of making any equipment purchases above the \$2,500 threshold this fiscal year.

New Business

Draft Resolution 2017-01: Authorizing Agreement with Eckersley & Ostrowski for FY 2017

Financial Review: A motion to forward this resolution to the full Council was made by Henry, seconded by Dean and carried.

Summary of Pending Bills 12-20-16/Financial Statements: The committee was provided with the abstract of bills dated December 20 to review. A motion by Henry, seconded by Robinson to pay the bills listed on the abstract was carried unanimously. Financial Statements as of December 31, 2016 were provided for individual review.

Other: Henry stated that the Personnel Subcommittee needs to meet to address a number of questions and concerns that have come up. After some discussion, it was decided that the committee would meet on January 24 at 6:00 p.m. in advance of the committee meetings that night.

Old Business: None

Public Comment: None

Adjournment: A motion by Robinson, seconded by Richardson to adjourn the meeting at 8:01 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 12/21/16