

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
April 25, 2023**

Committee Members Present: Larry Richardson, Fred Peckham (Zoom), Harold Roeder, Jim Greier, Jeff Dexter, Al Henry, Aaron Robinson, Ginny Dudko.

Committee Members Absent: Andy Boyar

Staff: Laurie Ramie, Ashley Hall-Bagdonas (Zoom).

NPS Partner: Superintendent Lindsey Kurnath, Don Hamilton- Chief of Natural and Cultural Resources (Zoom)

Guests: Bill Dudko- Town of Deepark Alternate.

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg, N.Y. on Tuesday, April 25, 2023. Robinson called the meeting to order at 7:09 p.m.

Approval of the March 28, 2023 Meeting Minutes: A motion by Henry seconded by Greier to approve the March 28, 2023 meeting minutes carried.

Executive Director's Report and Monthly Calendar:

Financial Status:

FY 2023 Federal Funding: Ramie withdrew \$22,546.43 from ASAP on 4/25 to cover the April bills to date, leaving a balance of \$1,666.37 in the online account for the last Cooperative Agreement modification funding period that expired on 3/31. She finalized preparing the SF-424 application package seeking \$150,000 for the 3rd and 4th quarters to submit to UPDE Acting Administrative Officer Tara Harbert and upload through the Grant Solutions program on 3/30. On 4/20, Superintendent Lindsey Kurnath notified Ramie of the opportunity to apply for the 1st and 2nd quarters of Fiscal Year 2024 simultaneously, for a \$300,000 allocation that will carry the UDC's federal funding through 3/31/24. Ramie prepared a revised narrative and work plan report on 4/21 and requested the bookkeeper's assistance with revising a spending plan for the new period to substitute for the original application. After an Internet outage delay, she emailed the files to NPS and uploaded the UDC's Application for Federal Assistance package (budget, work plan, narrative report, and SF-424 forms) for FY 2023 3rd and 4th Quarters and FY 2024 1st and 2nd Quarters through Grant Solutions on 4/25. We await NPS processing of the application to release the UDC's funding to supplement the \$1,666.37 balance in the federal account.

State and Federal Funding: Ramie connected the staff of US Senator Fetterman (Kurtis Miller) and Congressman Cartwright (April Niver) via email to discuss UDC federal funding as requested by Miller. She received a 4/5 message from NYS Senator Oberacker's scheduler that he intends to have an on-site meeting with UDC representatives in May, which aide Camille O'Brien confirmed while attending the 4/6 UDC meeting. Ramie reviewed Robinson's personal letter to the PA federal elected officials for UDC funding support at his request on 4/20. Ramie will prepare talking points and provide addresses for Upper Delaware River Valley state and federal elected representatives to facilitate any individuals who wish to write letters regarding UDC funding. She will post that information on the UDC website.

Administration:

Direct Deposit: The UDC implemented a bi-weekly direct deposit system through Sentinel Payroll Solutions effective 4/17 after submitting a company authorization form and staff applications to set up individual account links.

Technology: Ramie discovered the UDC office's Internet disconnection on 4/24 and our inability to send and receive emails since 4/22 early AM. She called Frontier Communications which checked the lines remotely and suggested that the modem was not synced to the outside line. A technician would be assigned on 4/26. She requested expediting the repair ticket due to this workplace's meetings and deadlines this week. A Frontier employee working out of the Narrowsburg substation responded to our note left on their door on 4/25 AM. He determined that the Internet service had been restored and believed that the email issue, which was then allowing us to send but not receive, was associated with the Microsoft Outlook program. We contacted our IT consultant, Chris

Marshall, who restored email capabilities remotely today. He discovered that the UDC is licensed under three different accounts through different eras of IT support and that the email system is controlled by a 3rd party, and he will attempt to straighten that out with Microsoft. Emails sent during the gap of time between 4/22 and 4/25 are slowly populating our inboxes though out of order.

Public Relations:

RailRiders Promotion: 8/1 was selected as the date for the Scranton/Wilkes-Barre RailRiders Community Organization sponsor night for the Upper Delaware Council and National Park Service Water Safety Committee after staff consultation. Ramie purchased 25 discounted tickets at \$255 (\$10 each) on 4/11 for re-sell at \$15 to the 6:35 p.m. game against the Rochester Red Wings at the PNC Field. UDC will offer tickets first to the UDC and NPS groups, publicize their availability, and order more as needed.

News Releases: Four news releases were released: “The Upper Delaware Spring Newsletter Out”, 3/30; “Upper Delaware Litter Sweep Ready to Beautify River Valley”, 4/5 (with photo); “Reserve by 4/15 for 5/20 D&H Canal Bus Tour Roundtrip from Port Jervis”, 4/6; and “UDC to Host NYC Presentation on Delaware Aqueduct Shutdown”, 4/24 (with photo). Numerous social media posts to acknowledge Litter Sweep sponsors and events have been occurring as well as partner or municipal functions. Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org. Richardson asked staff if they had seen the front-page coverage of the UDC’s April meeting in the Times Herald-Record, as done by Peter Becker for the Tri-County Independent. He remarked on what excellent publicity that is for the Council.

“The Upper Delaware”: Ramie delivered the UDC’s bulk mail postage account reimbursement check awaiting approval at 3/28 Operations to the Callicoon Post Office on 3/29 AM to enable the mail delivery to proceed, distributed copies, updated the newsletter article index and archives and publicized its availability. Next, she will prepare for the Summer 2023 issue, due to printer by 7/24 for release on 8/7.

UDC 35th Annual Raft Trip: In order to include an invitation in the Spring newsletter, Hall-Bagdonas made arrangements with Kittatinny Canoes for the 8/6 raft trip from Staircase Access in the Town of Lumberland to Matamoras, PA (meeting at Kittatinny’s Matamoras, PA base), at a cost of \$29 ages 13 and up, \$19 for ages 5-12. Reservations are due by 7/28. Ramie prepared an advance news release on 3/13 for use in the Destination Hancock summer magazine published by the Hancock Herald.

UDC 35th Annual River Valley Awards: A keynote speaker invitation for the 9/10 awards banquet was sent to U.S. Congressman Marc Molinaro (19th District-NY) on 3/10, requesting a reply by 5/1. Ramie will plan a timeline of activities and seek an alternative keynote if necessary.

Festivals: Staff will have UDC informational booths at the 17th Annual NPS Zane Grey Festival on 7/15 and the 33rd Annual Narrowsburg Riverfest on 7/23.

Grants/Fundraising:

3rd Annual Upper Delaware Litter Sweep: Hall-Bagdonas and Ramie updated a donations log as contributions were received. Staff will continue publicity of Sweep activities through 4/30 and beyond, Ramie will place newspaper advertisements to acknowledge cash and services sponsors, transfer PayPal donations into the dedicated account, and offer a reconciliation of income and expenses.

2023 Technical Assistance Grants: Project completion for the Town of Tusten’s \$8,622.50 project to integrate recent zoning law updates into an online document is due by 8/18. We will publicize the outcome and issue a memo when the next round opens.

New Business

Summary of 2023 River & Shoreline Clean-up Grant Applications: Ramie provided a handout on the 2023 UDC River Clean-up Grant Applications. The Town of Deerpark submitted an application on 3/28. Town Highway Department employees will pick up debris along 2.9 miles of NYS Route 97 to the Deerpark/Lumberland line for three clean-ups: after Memorial Day, after Independence Day, and after Labor Day. Costs are broken down per

occasion for labor, dump truck use, trash bags, trash pickers, and dumping fees. The grant request is for \$3,354.62. The Town of Lumberland submitted an application on 4/17 seeking \$1,1000. Trash will be collected along the shores within the Town of Lumberland from Camp Tel-Yehudah to the Mongaup River Access at the Town of Deerpark border every other week during the summer starting May 15 through the end of September. The town board plans to award a contract at its May 4th meeting. The total UDC River & Shoreline Clean-up Grants awarded to date is \$41,363.00.

A Motion by Dudko seconded by Henry to recommend 2023 River & Shoreline Clean-up Grants via a draft resolution to be presented at the 5/4 meeting carried. Ramie confirmed that we have allocated \$5,000 in the budget.

Revised Resolution for Vanguard Brokerage Account: Ramie provided a draft cover letter and resolution to open an organization account with Vanguard Brokerage Services that were approved on a Motion by Henry, seconded by Richardson that carried unanimously. Ramie will vacate the motion made at the 3/2 UDC meeting approving 5 signatories for a UDC Vanguard Brokerage Account to replace it with Resolution 2023-04 approved on 4/25 for 3 authorized signatories: Executive Director Laurie Ramie, UDC Bookkeeper Mike Poska, CPA, and UDC Secretary/Treasurer Al Henry. She will mail the Application for Organizations package with the cover letter and supporting documentation to Vanguard Brokerage Services. Once the account is established, we will provide a UDC check for our charitable trust donation and a portion of unrestricted funds to invest and earn interest.

Summary of Pending Bills 4/24/2023: A Motion by Henry seconded by Ginny Dudko to approve the bills and pay them in the normal fashion carried.

Financial Statement 4/30/2023: Robinson said the financial statement is offered for individual review.

Other: None.

Old Business

Upper Delaware Litter Sweep Financial Accounting (in progress through 4/30+): Hall-Bagdonas and Ramie will provide a final accounting of donations and expenditures for the 3rd Annual Upper Delaware Litter Sweep upon its completion (due to extend into May). Give public recognition to the sponsors, Litter Leaders, and volunteers through press releases, social media, the UDC newsletter, and paid ad(s). Consider purchasing additional traffic safety equipment if funding allows.

UDC Social Media: Shared in Executive Directors Report. Hall-Bagdonas said it's been great to see the community respond to the appreciation posts to the 2023 Litter Sweep sponsors and volunteers.

Other: None.

Adjournment: A motion by Greier seconded by Henry to adjourn the meeting at 8:32 p.m. carried.