

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
May 24, 2022**

Committee Members Present: Andy Boyar, Larry Richardson, Jim Greier, Harold Roeder, Al Henry, Bill Dudko, Aaron Robinson.
Committee Members Absent: Fred Peckham, Jeff Dexter
Staff: Laurie Ramie, Kerry Engelhardt
NPS Partner: Cody Hendrix- Community & Land Use Planner
Guests: Sue Sullivan- Town of Tusten Representative, Liam Mayo- The River Reporter

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, May 24, 2022. Chairperson Boyar called the meeting to order at 7:46 p.m.

Approval of the April 26, 2022 Meeting Minutes (time on meeting minutes 73:08): A motion by Robinson seconded by Henry to approve the April 26, 2022 meeting minutes carried.

Executive Director's Report and Monthly Calendar (73:30): Ramie offered a summary of her written report.

Financial Status:

FY 2022 Federal Funding: Ramie withdrew \$24,020.50 from ASAP on 5/23 to cover the May abstract of bills, leaving a balance of \$123,119.15 available through 9/30.

State and Federal Funding: She collected resolutions of support for state funding from the NY towns and PA townships, with the last one of 13 received on 5/19. Ramie sent a congratulatory letter to Congressman Antonio Delgado on 5/9 for his appointment as New York State lieutenant governor, with the swearing-in scheduled for 5/25. She received acknowledgement from 19th District Director Amanda DeSantis with a personal email address provided for any assistance needed during the transition. A special election will take place on 8/23 for the open seat. Ramie continued tracking the New York State Congressional and Senate redistricting update process for its impact on Upper Delaware River Valley representation.

Administration:

Administrative Updates: Ramie met with the NPS Seasonal Staff on 5/9 to provide a UDC overview through a PowerPoint presentation and discussion. After notification on 5/12 that the Lumberland Town Board has appointed Frank Guzmán as its UDC alternate, we prepared an orientation folder with a welcoming cover letter and updated our membership directories. Ramie completed a Staff Performance Appraisal for the Resources and Land Use Specialist on 5/20 which she reviewed with Engelhardt, and arranged a Personnel Subcommittee meeting on 5/23 at 6 p.m. A resolution regarding permanent employee status has been drafted for the 6/2 UDC meeting, pending the subcommittee's recommendation. The UDC signed a 36-month rental agreement with Kristt Kelly Office Systems on 5/13 to replace our postage meter which developed a "fatal" error and is due for deactivation by the U.S. Postal Service within two years. The new PostBase Insight i2 model will allow for a WIFI connection to automate postage updates and a debit account system for payments rather than mailing a check. Going with the slightly smaller machine based on our postage volume will realize a savings from the current \$47/month to \$32.95/mo., with a one-time charge of approximately \$30 for the WIFI adapter. Installation is expected on 5/25.

Public Relations:

News Releases: Three news releases were issued: "Upper Delaware Litter Leaders Make Haste with Waste", 5/3 with photo; "UDC Awards Grants to Two Towns to Clean Up River and Its Banks", 5/6; and "Upper Delaware Scenic Byway Elects Officers" (for UDSB, Inc. with photo), 5/9. Ramie helped facilitate Upper Delaware River TV coverage of National Safe Boating Week upon the request of Spectrum News on 5/18. Numerous photos were posted and captions from the Upper Delaware Litter Sweep, Wear Your Life Jacket at Work Day, and 2022 Shadfest to Facebook. Ramie provided NPS shad seining photos to the River Reporter upon request, as well as information to Annemarie Schuetz for an article on the Ten Mile River Archaeology Exhibit and to Christine Klein from NYS

DOT on requested Upper Delaware River vital statistics and bridge distances. Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org. Next topics: Technical Assistance Grants, River & Shoreline Clean-up Grants, Fiscal Plan Actions, PA Grant, Raft Trip, Awards Banquet, Annual Reports.

Festivals and Brochures: Ramie provided Visitor Guides and additional publications to the Mid-Hudson Visitor Center in High Falls on 4/27, at the Sullivan Catskills Brochure Exchange on 5/4, and at various locations during the Festival of the Founding Fish on 5/20-22. UDC booth registrations have been accepted for the 7/16 NPS Zane Grey Festival in Lackawaxen and Delaware Valley Arts Alliance's Riverfest on 7/24 in Narrowsburg.

“The Upper Delaware”: Ramie will prepare an outline of contents, select photos, do interviews, design and compose the Summer 2022 issue for submission to Courier Printing by 7/18. Hall-Bagdonas will provide the updated mail program database to Courier. Next steps will be to review the blue-line proof, expect delivery on 8/1, publicize, distribute, post, and archive. Staff will continue exploring alternative newsletter formats or distribution options to save money.

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 the monthly calendar.

New Business

Personnel Subcommittee Report (82:00): Henry reported that Ramie completed her performance review for Engelhardt prior to her 6-month probationary period ended on 5/22. The Personnel Subcommittee met earlier and their recommendation is that Engelhardt moves from probationary staff to full-time status. A draft resolution to that effect will be presented for action at the 6/2 meeting. Henry asked staff to include an executive session on that agenda.

UDC Outreach Statement (83:40): Boyar said we are looking for an outreach statement to use as a tool to explain concisely what UDC does. UDC does so many things and its message gets lost to officials. Officials may confuse UDC with Friends of the Upper Delaware River (FUDR) and others. He said we need to identify ourselves succinctly with a thumbnail sketch. The committee worked on fine-tuning the statement. Ramie will send an updated version of the UDC public outreach statement to the full Council in advance of the 6/2 UDC meeting, at which it will be presented for ratification.

Comments on NPS Upper Delaware Fiscal Year 2022 Workplan (99:57): Following a discussion of UDC issues with Hendrix, Ramie will compile a list of any outstanding questions and comments on the NPS UPDE FY 2022 Work Plan for Superintendent Joe Salvatore to address.

UDC IT Services and Laptop Replacement Discussion (111:55): Ramie said for anybody who isn't aware of this, she is very sorry to report that Jeff Chorba died in a plane crash in Beach Lake on 5/13. Chorba Consulting provided UDC's Information Technology services, which included hardware recommendations, maintenance of the anti-virus subscriptions, and having remote access to fix problems as they occurred. He was only 52-years old and an expert in his field with computers. Chorba was also a paddler with the National Canoe Safety Patrol and had a great sense of adventure. Ramie noted that Chorba had Engelhardt's broken laptop in his shop currently which he had said was beyond repair. On a motion by Henry, seconded by Greier, permission was given to purchase a new laptop computer to replace the one that had been obtained through the PA Grant in 2020. Richardson suggested reaching out to Kristt Company regarding IT services. Staff will search for IT service options and Ramie will enclose a letter to Chorba Consulting with the UDC's final payment for anti-virus subscription updates requesting to arrange for the return of Englehardt's personalized laptop carrying case.

Summary of Pending Bills 5/23/2022 (120:48): A Motion by Henry seconded by Richardson to approve bills carried.

Financial Statement 5/31/2022: Boyar said the financial statement is offered for individual review.

Other (44:39): None.

Old Business

UDC State Funding Support Resolutions (122:00): Ramie will write cover letters to the governors of NY and PA to send with the UDC town/township resolutions of support for permanent state funding, copied to state and federal legislators. Boyar requested copies of the 13 resolutions for a 2nd UDC letter to NYS Lieutenant Governor Antonio Delgado that he will write.

PA Grant Close-out Audit (123:28): Ramie will await the official letter from the PA DCED approving the project audit for the UDC's \$100,000 Economic Development and Community Development Initiatives Program Grant then send letters to the 3 legislative sponsors, issue a news release, transfer the interest balance, and close the special bank account after final checks have cleared.

UDC Social Media Update (125:00): Hall-Bagdonas provided her social media report for Ramie to share. Staff worked this month to promote SHADFEST. We encourage UDC followers to check out "new" groups like Fort Delaware on Instagram by sharing their posts. We are having more engagement with local businesses/organizations which is awesome and the "Wear Your PFD To Work Day" was a great way to involve staff and the community. Ramie has been maintaining the Facebook page and Engelhardt has been taking on Twitter and they both look great. Twitter is a great space to see real-time reactions from the public and politicians. We will continue to promote educational events and summer events like the Lackawaxen River Cleanup and Riverfest.

Other: None.

Public Comment: None.

Adjournment (126:16): A motion by Greier seconded by Roeder to adjourn the meeting at 8:39 p.m. carried.