

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
May 25, 2021

Committee Members Present: Jeff Dexter, Larry Richardson, David Dean, Aaron Robinson, Al Henry, Jim Greier.
Committee Members Absent: Fred Peckham
Staff: Laurie Ramie, Shannon Cilento, Ashley Hall-Bagdonas
NPS Partner: Cody Hendrix- Community & Land Use Planner
Guests: None

The UDC's Operations Committee held its monthly meeting at the Council office in Narrowsburg, NY. on Tuesday, May 25, 2021. Chairperson Dexter called the meeting to order at 7:55 p.m.

Approval of April 27th Meeting Minutes: A motion by Richardson seconded Henry to approve the April 27, 2021 meeting minutes was carried.

Executive Director's Report and Monthly Calendar:

Ramie said most of her items are covered under other business including the first three items on Ramie's written Executive Director's Report.

Administration:

Local Officials Directory: Ramie said that she and Hall-Bagdonas reviewed the draft directory provided on 5/20 after the 2/12 virtual meeting that they had with NPS UPDE staff (Michelle Blockberger, Christina Hollenbeck, and IT Specialist Brendan Dohn) to discuss transitioning the 2021 Local Officials Directory from a print booklet to an online format with active links. Ramie provided extensive, suggested edits using the Track Changes program the same day. It will be distributed to members when finalized. Dexter said there are some town officials that don't use computers. Cilento said she uses the 2020 Local Officials Directory all of the time and it's a handy reference for staff and others.

Public Relations:

News Releases: Four news releases were issued: "Sullivan Renaissance Awards UDC \$500 Grant for Litter Clean-up Kits", 5/3; "UDC Releases Annual Code Enforcement Report, Shows Pandemic Impacts", 5/6; "UDC Awards Grants to Two Towns to Clean Up River and Its Banks", 5/6; and "Upper Delaware Council Recognizes Litter Leaders", 5/14. Ongoing publicity occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at upperdelawarecouncil.org.

UDC 8/1 Raft Trip: 33rd Annual Family Raft Trip with Kittatinny Canoes: Arrangements have been made by Hall-Bagdonas to park at KC Matamoras Base between 9-10 a.m. shuttle up to Staircase Access. \$29 ages 13 and up, \$19 ages 4-12. Reservations are required by 7/23.

"The Upper Delaware": The Summer 2021 issue is due to the printer by 7/28 for publication on 8/9.

UDC 9/12 Awards Ceremony: Ramie reiterated the keynote speaker invitation for the 33rd Annual River Valley Awards Ceremony at Central House Family Resort to NYS Senator Mike Martucci in a letter sent on 5/12. She reviewed dates backwards from the 9/12 event and developed a timeline of tasks (handout provided). Solicitation of award nominations will start on 6/25 and are due by 7/19. Selection will be made and Ramie will publicize 2021 recipients. Banquet reservations will be due by 9/3. We held onto the plaques of the 2020 winners after canceling last year's banquet and will be inviting those individuals as special guests.

Grants/Fundraising:

UDC Benefit T-shirts: An additional supply of t-shirts has been ordered by the Equinunk General Store. Sales continue through UDC website and public request by PayPal, cash and check as overseen by Hall-Bagdonas.

Non-UDC meetings or events as well as documents produced are listed on the Executive Director's Report included in the meeting packet, along with June's monthly calendar. We have presentations lined up for the next two full council meetings. Ramie said you'll notice we haven't discussed attending full Council in-person. It so happens the next two presentations are IT people who may prefer presenting via Zoom. The committee recommended resuming in-person meetings with a Zoom option. Ramie said we've tried to do Zoom meetings in the conference room and they've failed. Hall-Bagdonas said she and Cilento would test run a Zoom meeting in the meeting room. Cilento said with all of the videos from presentations that are on our social media, she has to upload them at home because the upload speed here is so slow. Robinson said he would look into UDC's Frontier Internet issues. Henry suggested having a policy to ask if members are vaccinated, saying it's not a HIPAA violation. He said the policy should cover whether there's an honor system and that people who aren't vaccinated must wear masks or something.

Old Business

Sullivan Renaissance Grant Update: A handout was provided with updated expenses for the Sullivan Renaissance Healthy Community Initiatives Grant for the Litter Buckets. Cilento said so far, we have purchased the buckets, additional trash grabbers, travel-sized First Aid Kits, UDC logo stickers to put on the buckets as well as UDC property labels that are numbered. That will help with organizing next year for the Litter Sweep and we will keep track in a spreadsheet. We have a few things left to buy but are on track with our budget. Cilento said we will have a dozen kits and each kit has supplies for two people. She said we hope to finish up the buckets in the next week or so. Cilento is keeping track of the receipts and will submit them to Sullivan Renaissance to show we used the \$500 grant money for what the application said we would.

PA Grant Update: Ramie said regarding the PA Grant, mostly she's going to be focused on the Request for Proposals for the Long-term Fiscal Sustainability Plan and Economic Analysis, which will appear under New Business. She provided an updated balance sheet for the PA DCED Contract is in the meeting packet. We have \$47,924.40 of our original \$100,000. We are waiting for Berlin and Damascus Townships to take \$30,000 of that. What we have left is the allocation for the Long-term Fiscal Sustainability Plan.

UDC Social Media Analytics: Cilento said she and Hall-Bagdonas are thrilled to announce that this month we surpassed 1,000 followers on Instagram! That was our goal for the first year but we did it in six months and are proud of that. It plateaued slightly after the Litter Sweep because there was so much engagement but our numbers are still higher than they were before the Litter Sweep. We've had a few fun posts including NPS's event, "Wear Your Lifejacket to Work Day" on 5/21; International Day for Biodiversity; Asian American History Month and World Bee and Pollinator Day. Updates include Instagram (last 30 days): 107 posts, 1,012 followers (+81) 1,850 accounts reached, 11,498 impressions (post views), 470 profile visits, 5 website clicks in profile, 786 content interactions, 730 likes, 10 comments, 7 saves, 32 shares. For Facebook (last 30 days) we have: 433 followers, (+31) 346 likes, 3,000 people reached with posts. There have been 361 post engagements (likes, comments, shares). Our UDC LinkedIn has 75 followers with 288 post impressions. Facebook and Instagram are most popular right now and we will focus on those most to grow engagement. It will be interesting to see how much engagement we get in the next six months. Richardson said when thinking of posts maybe you could do a sequence of photos of the Friends of the Upper Delaware Rivers (FUDR) Knotweed test plot. Ramie said she was going to cover their demonstration workshop at Skinners Falls on June 5 from 1-4 p.m. for the summer newsletter. Cilento and Hall-Bagdonas said that's a great idea.

Other: None.

New Business

Request for Proposals: Long-term Fiscal Sustainability Plan and Economic Analysis: Ramie sent out the documents in advance. It's a relatively tight timeframe she is proposing to send this out and request proposals back by 6/28. This grant must be completed by the end of the year and she backed it up to 12/1 so there is time to present it to the UDC. She said her greatest concern is finding a consultant that is capable of doing this work. She knows that Tom Shepstone has done work like this in the past and could be a potential bidder. Ramie said if the committee approves of the Request for Proposals, she will send it to a list of consultants she's found that are local and then branch out to larger firms. She will also put it in the newspapers as a legal ad. The PA Grant had approximately \$10,678.47 allocated for this project but in our budget, we have an additional \$7,039 set aside for outside consulting.

Ramie also included as a secondary project for bids updating the 1995 Financial Impact of the Upper Delaware Scenic and Recreational River Designation on Local Governments study that is an appendix in the River Management Plan (RMP). She thinks it would be fascinating if we could get it done; she doesn't know if it will be at the same time depending on costs. She discovered that the Lehigh University Business Center that did this study is still in business. She said if no one bids she would suggest going back to the original source and potentially they would be interested in taking on that project for free as a case study for their students. A Motion by Henry seconded by Robinson to approve issuance of the Request for Proposals: Long-term Fiscal Sustainability Plan and Economic Analysis carried.

Draft Resolution 2021-14: Approving Records Management Needs Assessment Final Report & Policy and Procedures Manual: Ramie said in the course of preparing this manual, the one outstanding issue was the Disaster Recovery Plan. Ramie contacted UDC's insurance agency, Mike Preis, to check on our commercial liability policy. She found out UDC is covered for paper records. It is specifically called "Valuable Papers and Records". UDC has \$25,000 coverage under that. The coverage extends to the cost to research, replace, or restore the lost information on valuable papers and records for which duplicates do not exist. The only exclusion is that if it was a loss or damage caused by errors or omissions in processing or copying. If not, they would pay for the loss by fire or explosion, it specifically states. Ramie said our records are stored in the attic so she doesn't feel flood is a real danger unless there is a leak in the roof. Valuable papers and records mean inscribed, printed or written documents, manuscripts, or records, including abstracts, books, deeds, drawings, films, maps, or mortgages. It does not mean monies, securities, or electronic data processing and media. Ramie said she and Hall-Bagdonas were discussing how best to protect our electronic documents. Coincidentally, the Tech Soup non-profit discount service sent out an email regarding Cloud Storage with a header asking "Are You a Digitally Resilient Organization?" They offer ten free Microsoft 365 licenses. This is all an addendum to the plan that staff will look into. Henry asked how much of the records were digitized? Hall-Bagdonas said documents like meeting minutes, newsletters, Technical Assistance Grants, and Substantial Conformance Reviews are. She can go over the Excel sheet of what permanent records are digitized and that process can continue. Richardson said the goal should to have everything upstairs digitized and it should be kept through the Cloud or off site. Hall-Bagdonas said that's what the consultants K Sickler-Murphy recommended. Richardson if we need to bring someone in to continue to digitize the records, there are grants available for that. Cilento said there are Sullivan Workforce Development interns that may be available. Richardson said NPS Superintendents are always asking us to have projects on the shelf that need funding and that could be one. A Motion by Henry seconded by Dean to approve Draft Resolution 2021-14: Approving Records Management Needs Assessment Final Report & Policy and Procedures Manual, for action by the full Council on 6/3 carried.

Commendation Letter for U.S. Park Ranger Kevin Reish: A Motion by Henry seconded by Greier to approve the Commendation Letter for U.S. Park Ranger Kevin Reish upon his 5/31 retirement carried. Henry recommends extending a free dinner to the 33rd Annual River Valley Awards Ceremony to Reish and a guest.

5/12 Letter to Senator Mike Martucci – UDC NYS Funding: Ramie provided in the meeting packet the 5/12 letter to Senator Martucci. When Ramie met Senator Martucci on 4/12 at Rep. Delgado's Delaware River Watershed Congressional Caucus announcement, she had talked about UDC's State funding situation, and he being new to his office is not necessarily aware of UDC's troubles. Her 5/12 letter included a one-page fact sheet and a 15-page briefing report. She also included another invitation for the 33rd Annual River Valley Award Ceremony keynote speaker.

7/29 Pike/Wayne Conservation Partnership Legislative Breakfast – UDC PA Funding:

Ramie said while UDC is also making efforts to address State funding in PA. Cilento has been participating in the Pike/Wayne Conservation Partnership and they put out a Call to Action. We added ours which is on the back of the flyer where we describe our PA funding issue (provided in the meeting packet). These issues of concerns will be presented to Federal and State Legislators that attend. The event is on 7/29 at Delaware and Hudson Canal Park at Lock 31 on Rt. 6, Hawley, PA. Ramie attended the event in the past and this was one of the reasons Representative Fritz was so responsive to UDC and initiated the PA Grant for us. He technically represents the non-participating Townships in Wayne County but has still been a champion of the UDC.

4/28 article: "\$15 minimum wage ordered for federal contract workers": Ramie said this is a carry-over from last month when Robinson mentioned this presidential Executive Order. Ramie provided a 4/28 article from the *Times Herald-Record* on it for the meeting packet. Richardson asked the matter be sent to the Personnel Committee.

Summary of Pending Bills 5/24/2021: A Motion by Henry seconded by Greier to approve bills was carried.

Financial Statement 5/31/2021: Dexter said the financial statement is offered for individual review.

Other: A Motion by Henry seconded by Richardson for Ramie to contact NPS IT Specialist Brendan Dohn to request that he do an in-person presentation on 6/3 rather than the originally planned virtual presentation carried.

Public Comment: None.

Adjournment: A motion by Greier seconded by Robinson to adjourn the meeting at 8:47 p.m. was carried.