

**Upper Delaware Council  
OPERATIONS COMMITTEE MEETING MINUTES  
June 28, 2022**

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

Committee Members Absent: Andy Boyar

Staff: Laurie Ramie, Kerry Engelhardt, Ashley Hall-Bagdonas

NPS Partner: Cody Hendrix- Community & Land Use Planner and Jessica Weinman- Chief of Facilities

Guests: Liam Mayo- The River Reporter and Bill Dudko- Town of Deepark Alternate

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, June 28, 2022. Vice-Chairperson Dexter called the meeting to order at 7:23 p.m.

**Approval of the May 24, 2022 Meeting Minutes:** A motion by Henry seconded by Dudko to approve the May 24, 2022 meeting minutes carried.

**Executive Director's Report and Monthly Calendar:** Ramie offered a summary of her written report.

***Financial Status:***

***FY 2022 Federal Funding:*** Ramie withdrew \$18,584.29 from ASAP on 6/27 to cover the June abstract of bills, leaving a balance of \$104,534.86 available through 9/30. She was advised on 6/13 by UPDE Administrative Officer Michelle Blockberger that due to position lapses, NPS will have enough funding to advance \$150,000 to the UDC for the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of Fiscal Year 2023. We must submit to her by 7/5: Budget (Excel file) for 10/1/23-3/31/23; Budget Narrative/Work Plan; SF-424 and 424-A with attachments; Certificate of Insurance; and Audit Exemption Statement for receiving under \$750,000 in federal funding. Deadline for UPDE to submit the next fiscal year paperwork to the Northeast Region is 7/8. The UDC's deadline to submit its SF-424 Application for Federal Assistance through the Grant Solutions financial management program is 7/15. Ramie will review and adjust draft 1<sup>st</sup>-2<sup>nd</sup> Quarter budget initiated by Bookkeeper Mike Poska on 6/27 and prepare additional paperwork required by 7/5, then submit forms through the online program by 7/15.

***State and Federal Funding:*** Ramie drafted cover letters to the NY and PA governors on 6/2 to transmit the 13 town and township approved resolutions supporting permanent state operational funding lines for the UDC. The letters were revised at the full Council meeting, amended accordingly on 6/3, signed by Chairperson Andy Boyar on 6/6, and sent by certified mail that day with copies of the resolutions as well as conveyed electronically to the list of federal, state, and local government officials. Boyar delivered remarks regarding the UDC funding at the 6/17 Friends of the Upper Delaware River press conference in Livingston Manor and discussed the situation with NYS Assemblywoman Aileen Gunther. Ramie received a call on 6/21 from Assembly staffer Tom Gatto seeking additional documentation on the UDC funding request. Ramie prepared five sample resolutions for the river valley counties based on Sullivan County's interest in supporting this campaign and sent packages to Sullivan, Orange, Delaware, Wayne and Pike Counties with five enclosures on 6/23.

***Administration:***

***Administrative Updates:*** UDC consulting attorney Jeffrey P. Clemente of Beach Lake died on 6/20/22 at the age of 71. He had handled legal affairs for the UDC (most recently Freedom of Information document demands) and was certified to do business in both NY and PA. Ramie will draft and advertise a Request for Qualifications to seek an on-call legal services consultant for the UDC and request letters of interest offering experience with non-profit organizations, municipal law, zoning issues, licensing for NY and/or PA, and hourly rates for the Operations Committee to review.

Westfall Township has undergone numerous personnel changes including the resignations of Township Secretary and Zoning Officer Jodi Manheim, Supervisor Richard Roa, and the pending replacement of Code Enforcement Officer Jeff Cammerino with the private firm, SFM Consulting LLC. Ramie contacted the new Township Secretary Kaitlin Hildebrandt on 6/13 to request updates for UDC records.

The new Francotype postage meter was installed on 6/1 (UDC awaits reimbursement for postage balance on the old machine); a 6-foot portable table for exhibits was purchased at Walmart on 6/10 to have an extra; and Engelhardt ordered a refurbished Dell laptop on 6/24 for a tax-exempt \$640.99 from Staples (no response to UDC 5/27 letter to Chorba Consulting seeking return of her laptop carrying case). Expected delivery is approx. July 6. MVP Health Care has filed a request with the NYS Department of Financial Services to approve a premium rate change for 2023 of a proposed 13.9%. All plan participants will receive final rate information at least 60 days before the 2023 renewal date. Ramie noted their request typically starts high and gets adjusted downward.

### **Public Relations:**

**News Releases:** Five news releases were issued: “NY-PA Joint Interstate Bridge Commission Funds Plans for 10 Delaware River Crossings”, 5/31 with photo; “UDC Technical Assistance Grant Applications due by Aug. 19”, 6/2; “Reserve by July 20 for Upper Delaware Council’s Family Raft Trip on August 7”, 6/8; “UDC Seeks Nominations for 34<sup>th</sup> Annual River Valley Awards by July 29”, 6/13; and for the Upper Delaware Scenic Byway Ramie revised UDC litter sweep mention, “Upper Delaware Scenic Byway Tackles Litter on NYS Route 97”, 6/26 with photos. Revised the UDC public outreach statement on 6/3 after sending a compilation of comments and suggestions to the board on 5/24 and discussing it at the 6/2 UDC meeting. Ramie answered questions on communication towers from Peter Becker of *Tri-County Independent* on 6/6 and circulated his resulting article. She drafted remarks for Chairperson Andy Boyar’s speech at the Friends of the Upper Delaware River 6/17 press conference on 6/13 and worked with him on revisions. Liam Mayo from the *River Reporter* on 6/21 requested an interview about municipal comprehensive plans for which Engelhardt answered questions. Mike Sakell from Bold Gold Media Radio requested to interview Ramie about the UDC funding issues, to be arranged. Ongoing publicity of meeting notices and releases occurs through Facebook, Instagram, LinkedIn, YouTube and Vimeo outlets. UDC also posts all NPS UPDE news releases at [upperdelawarecouncil.org](http://upperdelawarecouncil.org).

**Festivals and Brochures:** Ramie provided Visitor Guides and additional publications at the Callicoon Depot Celebration Station booth for the Callicoon + Pride event on 6/18; while Engelhardt staffed a UDC exhibit on 6/19 during the Delaware River Sojourn. We sent a message to the Lenape Nation asking for the UDC to participate in the Treaty of Renewed Friendship on 8/2 at the Zane Grey Museum. UDC information booth registrations have been accepted for the 7/16 NPS Zane Grey Festival in Lackawaxen, 7/24 Delaware Valley Arts Alliance’s Riverfest in Narrowsburg, and a 7/28 Environmental Resources Fair for New Residents at the Wallenpaupack Environmental Education Center.

**“The Upper Delaware”:** Ramie began gathering topics and considering photos for the Summer 2022 issue. She will prepare an outline of contents, select and manipulate photos, do interviews, design and compose to submit to Courier Printing by 7/18. Hall-Bagdonas will provide the updated mail program database by 7/25. Expected delivery is 8/1.

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.

### **Old Business**

**Response to UDC Comments on NPS 2022 Workplan:** Weinman went through UDC’s comments on the NPS 2022 Workplan with committee members. She was asked to emphasize the UDC’s objection to any messages promoting “Upper Delaware is a National Park in Your Backyard” to the Interpretation Division at the next Management meeting.

**UDC Social Media Update:** Hall-Bagdonas said this month we highlighted summer events such as the UDC raft trip; the Zane Grey Fest; the Callicoon Tractor Parade and Riverfest. Over 2,285 accounts have been reached in the last 30 days on Instagram. This is up 53.6% compared to last month. Hall-Bagdonas said Twitter has been gaining followers! This is a great tool to share info from our partners like PA Fish & Boat; NYDEC; DCNR etc. Engelhardt said the most popular post for Twitter was recognizing Pride Month. Hall-Bagdonas said on Facebook we can see

that our posts like requesting nominations for the River Valley Awards have reached over 164 people and hopefully we will receive some response to that request!

**Other:** None.

**New Business**

**UDC State Funding Campaign Update:** Ramie will gather any county resolutions of support for UDC state funding that get approved based on UDC's 6/23 memo and send another certified mail package to each state governor.

**UDC Laptop Replacement; IT and Legal Consulting Services:** Staff will meet with a prospective Information Technology services consultant on 7/6 at 11 a.m. to discuss the UDC computer system needs, qualifications, and rates.

Legal Consulting Services was discussed in the Executive Director's Report above.

**Summary of Pending Bills 6/27/2022:** A Motion by Henry seconded by Greier to approved the bills carried.

**Financial Statement 6/30/2022:** Dexter said the financial statement is offered for individual review.

**Other:** A Motion by Roeder seconded by Greier for Ramie to include a FY 23 budget line for Outside Consulting Services to bid out a project after 10/1 to analyze the outcome of projections from the 1985 economic analysis: "Upper Delaware Scenic and recreational River: Impact of the River Management Plan on the Finances of Local Governments in New York and Pennsylvania" by Lehigh University carried with an abstention by Richardson.

**Adjournment:** A motion by Roeder seconded by Greier to adjourn the meeting at 8:56 p.m. carried.