

**Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
September 24, 2019**

Committee Members Present: Harold Roeder Jr., Aaron Robinson, Larry Richardson, David Dean, Fred Peckham, Al Henry, Jeff Dexter
Committee Members Absent: Jim Greier
Staff : Laurie Ramie, Pete Golod, Ashley Hall-Bagdonas
NPS Partner: Jennifer Cluster
Guests: Roger Saumure (Shohola alternate), Cheryl Korotky

The UDC's Operations Committee held its regularly scheduled monthly meeting on Tuesday, September 24, 2019 at the Council office in Narrowsburg, NY. Chairperson Roeder called the meeting to order at 7:37 p.m.

Approval of August 27th Meeting Minutes: A motion by Robinson seconded by Richardson to approve the August 27th meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report and Monthly Calendar:

Ramie first brought up an administrative matter. Around 4 p.m. today she received an email from UDC's insurance company Mike Preis, Inc., with information about the 2018 NYS Budget Bill that included a law that requires all businesses, organizations, boards and groups as New York employers to update their Sexual Harassment Policy, have a Standard Complaint Form, post information, and provide interactive training. The training deadline is 10/9/19. UDC approved an Employment Practices and Staff Code of Conduct Policy in 2014 which addresses harassment. Ramie said each year UDC is asked on our tax return if we have these policies in place. When Ramie sent a message to Mike Preis she did explain UDC is incorporated in Pennsylvania but has a certificate to do business in New York. Richardson thinks UDC should contact the agency to get the template and also ask them if they are aware of whether anyone is providing leadership in that training. Henry recommended contacting the NPS and ask when they have their training for sexual harassment. Ramie said her cursory look is after the first training, it is less strenuous in terms of the annual requirements. A motion by Henry for UDC to address the Sexual Harassment Policy and reach out to Mike Preis Insurance about the 10/9 deadline seconded by Richardson carried unanimously.

Financial Status:

FY 2019 Federal Funding: Ramie said from the ASAP federal funding account balance of \$66,931.60, the final withdrawal of \$45,681.60 was made on 9/23, leaving \$21,250 as encumbered FY 2019 expenditures (accounting for \$16,250 for Records Management Phase I contract and \$5,000 for Shohola TAG 2019-02, which awaits substantial conformance review of the zoning ordinance for payment approval.) Recommendations were made at the 9/17 Operations Committee for final FY 2019 expenditures to spend down the full \$300,000 which garnered majority approval by email. The UDC's 4th Quarter and Final Fiscal Year 2019 SF-425 financial and progress reports are due to NPS within 30 days of 9/30. UDC staff will schedule the FY 2019 in-office audit work days by Eckersley and Ostrowski, typically done in November.

FY 2020 Federal Funding: Ramie provided an article in the meeting packets regarding government funding. Even though there is a Federal Budget in place, the appropriation bills have not been addressed yet. Ramie worked with Bookkeeper Mike Poska on 9/23 to draft a Fiscal Year 2020 budget, which will serve as the basis for calculating a percentage of federal funding that would be available if a Continuing Resolution is enacted to keep the government operating from an expected 101-11/21/19. UDC will again be subject to the time period that is covered by that Continuing Resolution. This year UDC started out with an 18.63% budget. Ramie recommends doing a budget for the entire year and once UDC is given that time period and we know that percentage, we would subtract from the categories we would need to spend from initially. Ramie said we are in a holding pattern about that for now.

Administration:

UDC Appointment: The Town of Tusten appointed Dan Paparella of Beach Lake, PA as 2nd Alternate Representative effective 9/10/19. He will serve on the Water Use/Resource Management Committee during the

seven-month absence of 1st Alternate Evan Padua. Paparella attended his first WU/RM meeting on 9/17 and received his orientation folder.

Government Officials: The Chamber of the Northern Poconos has rescheduled and reformatted its cancelled 5/9 Legislative Breakfast as a Legislative Luncheon with Senator Baker, and Representatives Fritz, Peifer, and Brown on 11/7, at 11:30 a.m., at the Settler's Inn in Hawley. Advance reservations are required at \$35. Ramie would like UDC to be more visible on that front to support our legislators as they have done for UDC. A motion by Robinson seconded Dean by to approve Ramie attending the Legislative Luncheon was carried. Information about the event will be forwarded to Dexter and Saumure at their requests.

Building Maintenance & Equipment: Some accomplishments since the last meeting have been an 8/29 scoping visit to confirm the feasibility of wiring a phone extension in the attic and the 9/4 installation of the new telephone system by Bedick Communications, with staff training; 9/6 junk removal and disposal by contractor Tom Coacci after an office clean-up by staff; 9/7 pressure washing of the building by Dan Wagner Window Cleaning; and the 9/11 exchange of 96 LED bulbs to replace the remaining fluorescent light fixtures throughout the office by Rapid Electric based on a solicited, revised quote.

Insurance: Ramie received the notice of 4th Quarter rates from MVP Health Care for the Mid-Hudson Region New York Small Group Plans. As of the UDC's 12/1/19 renewal, the new monthly rate for the Gold 1 plan will be \$970.17 per employee, up 12.2% from the \$864.65 current premium. The annual rate for the MVP Gold 1 Plan (\$850 deductible; \$6,550 out-of-pocket maximum; 3 primary care physician visits at \$0, then \$50 co-pay; in-patient/out-patient hospital care at \$500 after deductible; emergency care, \$50; prescription deductible of \$100 and co-pays of \$5-70) will be \$34,926.12 compared to \$31,127.40. MVP's request to the NYS Department of Financial Services for their 2020 rates is a 5.38% increase. The United Concordia monthly rate for the dental plan is \$27.88 (\$1,003.68/year) and the VSP monthly rate for the vision plan is \$6.14 (\$221.04/year). Those health care insurance costs represent 12.05% of the UDC's annual budget. Nancy Yoder, UDC Insurance Broker, looked at other plans on UDC's behalf and MVP offers the best rates. It is also the best situation for our particular small group, in that we represent two different states. Former UDC Resource Specialist Dave Soete terminated his participation in the UDC's United Concordia dental plan group, for which he had been approved to pay his premium quarterly to the UDC following retirement, in order to enroll in Medicare effective 9/1. Ramie contacted the billing company when notified on 9/10 to make the adjustments on the next invoice.

Public Relations:

Publicity: UDC issued four news releases: "UDC Sets Sept. 10 Meeting to Review Grant Applications", 8/28; "Tusten Completes 2019 UDC Grant", 8/30; "Berlin Completes 2019 UDC Grant", 9/9; and "D&H Canal Bus Tour Will Explore Roebling Bridge to Port Jervis", 9/19 (for the D&H Transportation Heritage Council). Forwarded Hall-Bagdonas' 10/3 UDC meeting notice issued 9/20 to river valley towns, townships, UDC members, and historical society contacts to highlight the presentation on historic preservation ordinances by Shannon Cilento from Sullivan County Planning. Ramie replied to information requests from Dave Hulse and Peter Becker on UDC topics. She updated the UDC's media list to reflect the merger of *The Wayne Independent* and the *News Eagle* with *Carbondale News* as the *Tri-County Independent* to publish on Tuesdays, Thursdays, and Saturdays effective 10/1. Hall-Bagdonas added UDC information to the Delaware River Basin Commission's "Our Shared River" site on 9/12.

FY 2019 Annual Report: Ramie will compose the UDC's Fiscal Year 2019 Annual Report with accomplishments, directories, and photos for on-line posting and availability of hard copies upon request.

"The Upper Delaware": The Fall/Winter 2019 issue is due to the printer on 11/20 for publication on 12/2.

Grants/Fundraising:

2019 River & Shoreline Clean-up Grants: UDC received payment requests with supporting documentation from the Town of Lumberland (\$1,100) and the Town of Deerpark (\$3,303.78) electronically on 9/12 after sending out reminders on 9/11 of the 9/16 deadline.

Consulting Projects:

Records Management: The UDC received and reviewed three proposals by the 9/3 deadline in response to the UDC's preparation of specifications, and the issuance and advertising of a Request for Proposals. Ramie gave a tour and answered questions during a site visit by K Sickler-Murphy of Schenectady on 9/28. She prepared a summary of proposals for review at the 9/5 UDC meeting. She obtained answers to Council questions and made calls for reference checks for the tentatively approved consultant and reported the results to the Operations Committee on 9/10. Ramie provided notification of the UDC's two-phase contract with K Sickler-Murphy, a copy of which is provided in meeting packets. She executed the contract and sent letters to the unsuccessful bidders on 9/11. Ramie prepared a draft resolution on 9/11 to take to the Operations Committee on 9/24. There was a discussion of needed supplies with the consultant and Ramie took attic measurements for the storage system. Specifications were developed for custom metal shelving with their assistance (a copy is provided in the meeting packet) and sent to three vendors on 9/18. Ramie ordered 10 cartons of corrugated boxes from the NYS Individuals with Disabilities workshop on 9/20 for records packing and storage. The next step is to approve a bid for the attic storage system after 10/1 and arrange for the installation. Dean asked if there is going to be a time when UDC is going to purge records? Ramie said yes, K Sickler-Murphy felt about 35% would be considered obsolete. K Sickler-Murphy will help UDC set up a policy and follow the Federal Archives Standards.

Ramie referred to the October calendar and said it's a busy October with many quarterly meetings and conferences. She said if there are any questions to let UDC staff know.

Old Business

UDC Project for PA DCED Grant and Township Proposals due 11/1: A memo went out 9/18 to the five Pennsylvania member Townships after Ramie reviewed a sample contract that the DCED uses. A copy was provided in the meeting packet. Ramie said she tried to be as specific as possible about instructions and what projects are eligible. She also mentioned if the township declines to participate, to please indicate that in writing as soon as possible so that the available funds may be recalculated. UDC has requested that proposals be in by 11/1 and Ramie included the form in the meeting packet to submit the projects. Ramie said Damascus Township has been thinking about their projects and had already submitted outlines; she requested they use the UDC form. Ramie will file the application collectively for all projects. Ramie said the 2020 budget is going to be tough with an increase in TAGs to almost \$25,000 and the second half of the Outside Consulting Services to consider. A contract project UDC may have been considering to do in 2020 may be applicable through the DCED grant UDC funds. There are much higher expenditures coming up than did this year. Ramie said UDC is operating on the same timeframe of 11/1 and asked for the Committee's thoughts. Henry proposed using some of UDC's grant funds for more "LIFE JACKETS SAVE LIVES" lawn signs. Henry wanted to make sure there isn't a time constraint to have these projects done by. Ramie specifically asked our DCED contact Nadine Ibberson if there was an end date and she said no, it's a special grant program for the UDC. Richardson said regardless, UDC should have a reasonable deadline. To have it open-ended he imagines would become horrendous to keep track. Ramie said one consideration is when UDC submits the application, we must receive an executed contract before we can authorize the work to begin. She doesn't know how long that process takes and that needs to be built into the timetable too. Ramie said she will ask about the turnaround time to get a contract back. Dexter said his experience with DCED is that they tend to be open-ended on their grants and he doesn't ever remember working on one that had a deadline. They just require it to be finished. Ramie said the UDC 2020 budget is looking dire. For example, we may have to do away with the River Cleanup Grants because UDC doesn't have \$5,000 to spare and that could be something UDC could fund through the DCED grant money for the Pennsylvania Townships. Henry suggested using some of the DCED money towards Technical Assistance Grants and talking to Representative Fritz about that. Ramie will look into more ideas for the UDC portion of the DCED grant money.

Other: None.

New Business

River Cleanup Grant Approval: Town of Deerpark, \$3,303.78: Ramie looked over the documents and they presented all the supporting documentation to go along with the application. Ramie recommends the approval of payment for Town of Deerpark River Cleanup Grant. A Motion by Henry seconded by Peckham to approve payment for Fiscal Year 2019 Town of Deerpark River Cleanup Grant, \$3,303.78 carried.

River Cleanup Grant Approval: Town of Lumberland, \$1,100.00: Ramie also recommends the approval of payment for Town of Lumberland River Cleanup Grant. A Motion by Henry seconded by Peckham to approve payment for Fiscal Year 2019 Town of Lumberland River Cleanup Grant, \$1,100.00 carried.

Draft Resolution 2019-10- Awarding Fiscal Year 2019 Contract for Records Management Services: Ramie wanted to commit this to paper so everyone understood the way UDC is approaching this project. This Resolution would come up at the 10/3 meeting. A motion by Henry seconded by Peckham to send the resolution to full Council carried.

FY 2020 Draft Budget and Work Plan: Ramie intended to have a Draft Budget and Work Plan together for this meeting; unfortunately Poska had prior commitments today. Ramie has given him the figures to include in it. Henry said as the UDC Secretary-Treasurer, if the \$100,000 does not come back from the State, UDC may need to think about restricting TAGs as Ramie mentioned the 2020 budget looked dire earlier. Robinson asked when the five-year agreement talk opens up for negotiation? Ramie said it ends in FY2020, September 30th. Previously talks have been with the local Superintendent. There was discussion of forming a committee regarding Five-Year Cooperative Agreement negotiations. Dean, Henry, Saumure, Robinson and Roeder agreed to participate.

Summary of Pending Bills 9-23-19: A motion by Henry seconded by Peckham to approve the bills was carried.

Financial Statement 9-30-19: Roeder said the financial statement is offered for individual review. Ramie said if you look at the back of page 1 of the Financial Statement it says Total Expenses \$286,014.00. The reason that doesn't say \$300,000 is because UDC has those encumbered funds she mentioned earlier.

Other: None.

Public Comment: None.

Adjournment: A Motion by Robinson seconded by Peckham to adjourn the meeting at 8:23 p.m. was carried.

Minutes prepared by Ashley Hall-Bagdonas, 10/2/19