

**Upper Delaware Council  
OPERATIONS COMMITTEE MEETING MINUTES  
September 27, 2022**

Committee Members Present: Andy Boyar, Larry Richardson, Fred Peckham (Zoom), Harold Roeder, Al Henry, Jeff Dexter, Aaron Robinson.  
Committee Members Absent: Jim Greier, Ginny Dudko  
Staff: Laurie Ramie, Kerry Engelhardt, Ashley Hall-Bagdonas  
NPS Partner: Cody Hendrix- Community & Land Use Planner  
Guests:

The UDC's Operations Committee held its monthly meeting at the UDC office in Narrowsburg on Tuesday, September 27, 2022. Chairperson Boyar called the meeting to order at 7:33 p.m.

**Approval of the August 23, 2022 Meeting Minutes:** A motion by Richardson seconded by Roeder to approve the August 23, 2022 meeting minutes carried.

**Executive Director's Report and Monthly Calendar:**

***Financial Status:***

**FY 2022 and 2023 Federal Funding:** Ramie received approval for the UDC-NPS Cooperative Agreement Modification from the NPS Regional Funding Officer adding \$150,000 for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter of Fiscal Year 2023 on 8/24 based on UDC's 7/11 package submission. She withdrew \$54,817.97 from ASAP on 9/22 to close out the Fiscal Year 2022 account and apply to September bills. She continued analyzing and tracking final expenditures for FY22 to ensure meeting the \$300,000 target as closely as possible, given the variables. Next, she will prepare a Fiscal Year 2022 Federal Financial Report (FFR) and Performance Progress Report (PPR) to submit to NPS via the Grant Solutions online program. She will check on availability of FY 2023 funds in the ASAP account after 10/1, make monthly drawdowns to cover expenditures, and prepare an Application for Federal Assistance package (budget, work plan, narrative report, and SF-424 forms) in advance of the 2<sup>nd</sup> quarter ending 3/31/23.

**State and Federal Funding:** Based on U.S. Congressman Matt Cartwright's advocacy for a UDC federal funding boost which he spoke of in his keynote address at the 34<sup>th</sup> Annual River Valley Awards on 9/18, Ramie followed up with his Economic Development Director Dr. April Niver on 9/20 and sent preliminary requested information, as well as a copy of the UDC's Fiscal Sustainability Plan by consultant Michael Crane. Ramie will continue working with Niver to fulfill her information requests and share the committee's ideas to devise strategies to seek an increase. She will also prioritize compiling a list of UDC unfunded projects and implications of the restricted budget as cited in the Fiscal Sustainability Report to assist in advocacy efforts on the federal and state levels.

***Administration:***

**Mileage Expenses:** Ramie learned belatedly that the IRS increased the 2022 business mileage reimbursement rate from \$0.585 to \$0.625 as of 7/1, though our bookkeeper has been applying that new figure to member and staff mileage expenses since its effective date.

**Office Maintenance:** Cellex Building Services (Artie Horsham) of Port Jervis completed the shampooing of carpets and upholstered chairs on the weekend of 8/27, and refinishing the tile floors on the weekend of 9/3, in addition to cleaning interior window frames and sills, removing curtains, attempting to wash them, and installing a new flagpole bracket for \$624.80. Leons Freddie of Narrowsburg started landscaping of the UDC property on 8/24 for \$595 design/labor plus \$355.23 from Delaware Valley Agway for materials. Repairs to replace a faulty breaker (\$266.50 by American Electric) and replace water system valves and new pipes (\$175 by Tom Coacci) both took place on 8/30. Dan Wagner Window Cleaning did pressure washing of the building on 9/10 for \$350. The utility room sink faucet needs to be repaired before we can restore hot water in the building that has been temporarily turned off due a leak. Removal of the old pulley system drapes fixtures and installation of new curtain rods in six windows needs to be completed as well.

**Records Management:** Hall-Bagdonas received an extension of the original 7/31 deadline to 10/31 from NPS Upper Delaware Administrative Officer Michelle Blockberger to transfer the UDC's records from 2014-present date electronically on a supplied flash drive to meet the all-digital documents directive by December 2022.

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.

**Other:** None.

### **New Business**

**FY 2022 Budget Status and Final Spending:** Ramie will work with the bookkeeper on the financial close-out of Fiscal Year 2022 effective 9/30 to as closely match the \$300,000 revenue as possible to demonstrate responsible fiscal management and avoid tapping into the UDC's modest reserve of non-federal funds.

**2022 River & Shoreline Clean-up Grants Final Report and Approvals:** Ramie sent 9/23 deadline reminders to the two town grant recipients on 9/13. She received and reviewed payment reimbursement requests from Lumberland (\$1,100) and Deerpark (\$3,256.29) on 9/20. She prepared a final report for the 9/27 Operations Committee to seek approvals of payments. A motion by Richardson seconded by Henry to approve payment for Fiscal Year 2022 Town of Lumberland (\$1,100) and Deerpark (\$3,256.29) carried unanimously. Next Ramie will publicize their completions.

**Pending Termination of UDC Group's MVP Health Care Insurance Policy:** Ramie briefly discussed the unexpected news that MVP Health Care will terminate the three UDC employees' medical insurance policy, which came up when she submitted a recertification of the small group plan on 9/22 ahead of the 12/1 renewal date. This is due to the enforcement of a new policy which requires a majority (50%) of subscribers to reside in New York State, and the UDC does not qualify for a Pennsylvania plan because the corporation is based in NY. She will work with insurance broker Nancy Yoder to find alternatives to the pending 11/30 cancellation of the MVP medical plan and will provide an overview of costs and benefit options to the committee when available.

**Summary of Pending Bills 9/30/2022:** A Motion by Roeder seconded by Henry to approve the bills and pay them in the normal fashion carried.

**Financial Statement 9/26/2022:** Boyar said the financial statement is offered for individual review.

**Other:** Henry said they are doing construction on Peggy Runway.

### **Old Business**

**UDC Social Media:** Hall-Bagdonas said we have been sharing the profiles of the 34<sup>th</sup> Annual River Valley Awards on our social media this month and it has been a big hit! We will continue to promote UDC educational programs and other events in the river corridor.

**Adjournment:** A motion by Roeder seconded by Henry to adjourn the meeting at 8:35 p.m. carried.