

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
April 23, 2024

Committee Members Present: Ginny Dudko, Harold Roeder, Al Henry, Fred Peckham (Zoom),
Larry Richardson, Aaron Robinson, Christine Martin (Zoom)

Committee Members Absent: Jeff Dexter

Staff: Laurie Ramie, Kerry Engelhardt, Stephanie Driscoll

NPS Partner: Carly Marshall (Zoom)

Guests: Bill Dudko

The UDC's Operations Committee held its monthly meeting on Tuesday, April 23, 2024. Chairperson Dudko called the meeting to order at 7:24 pm.

Approval of the March 26, 2024 Meeting Minutes: A motion by Robinson seconded by Henry to approve the 3/26 meeting minutes carried.

Executive Director's Monthly Report: Ramie reported that the UDC's 3rd and 4th Quarter federal funding request was approved on April 2nd based on the February 26th submission of the application. That added \$155,000 to the ASAP account that carries us through the end of the calendar year. She was then contacted by the NPS Financial Assistance Awarding Officer Darren Battles based in Washington on April 9th letting her know he was reviewing the Federal Financial Report (FFR) for FY 2023 that was filed on Nov. 8, 2023. Battles had revisions to two figures which Ramie corrected immediately through GrantSolutions. Battles then reached back out to Ramie the next day saying he wasn't aware the performance period changed since the forms were filed and that she needed to do them over again. Ramie re-did the forms that had disappeared from GrantSolutions and uploaded them on April 10th. That included the Performance Progress Report (PPR) that she originally submitted on January 26th. Henry asked if Ramie had ever heard from Battles before this. Ramie said no, he wasn't familiar to her. Henry recommended checking with current NPS administration that these processes are the ones we are supposed to be following. Ramie said she knows someone reviews the forms but she doesn't usually hear from the person directly; usually it funnels down through the UPDE. Henry asked if anyone has ever reached out from NPS about anything incorrect or that the submissions were successful? Ramie said yes, and that GrantSolutions sends out an automated message stating the grant has been awarded/approved. Henry asked again that she's never heard from Battles or any Awarding Officer? Ramie said no, but personnel changes all the time. Henry asked if Ramie has heard back from Battles? Ramie said not yet. UPDE NPS Administrative Officer Tara Harbert is working on the final modification to the current Cooperative Agreement. We will need to negotiate a new Cooperative Agreement, soon. The dates no longer coincide with the 5-Year Plan, which she had previously mentioned.

Regarding the \$5,000 that NPS allocated to the UDC for the 3rd & 4th Quarters of FY 2024 for the water safety project, the UDC paid \$605 to Harrison Signs of Tyler Hill, PA on April 25th for the signage for the Loaner Life Jacket Return Stations. The UDC's logo was added to the sign at Kurnath's request, putting the total about \$30 over the \$5,000. The next set of invoices will be when the billboards are installed by Adams Outdoor Advertising, starting in May.

Four news releases were issued for the month of April on the Litter Sweep, the Spring newsletter's publication, the aqueduct shutdown presentation by NYC DEP Jen Garigliano, and the August 4th UDC Family Raft Trip. Kristen Barron from *The Hancock Herald* had reached out about the raft trip for their summer magazine that publishes by Memorial Day weekend. There have been several social media posts with a lot of great subject matter and content of our own information and our partners. Engelhardt was featured in a video by NPS for National Volunteer Week. Tomorrow Ramie will post a reminder on the April 25th Skinners Falls-Milanville Bridge meeting. We've been collecting Litter Sweep images to put out as well. The spring issue of *The Upper Delaware* came out on April 9th. The summer issue will be due by July 22nd to be released by August 5th. Ramie had sent an invitation to Senator

John Fetterman to be the keynote speaker at the 35th Annual River Valley Awards on April 4th. Fetterman's staff reached out that he unfortunately cannot attend the awards ceremony on September 22nd. Ramie discussed potential other speakers and answered questions. The committee asked for some time to think of other keynote speaker recommendations. Ramie said sure, she would like to know by the summer newsletter deadline. It can be discussed again at the May 2nd UDC meeting.

Since the newsletter article on Lisa Glover's donation of 50 contour maps of the Narrowsburg Big Eddy has been released, two have been purchased at \$20 per map. Driscoll said another person called about stopping in the buy one this week.

New Business

2024 River & Shoreline Clean-up Grant Applications Summary: A handout is included in the packet with a summary page and the applications. The last three years there have been two applicants; the Town of Deerpark and the Town of Lumberland. The Tusten Town Clerk stopped in the office to go over a preliminary proposal with Ramie about a project at Ten Mile River, but they didn't submit anything. The two applicants this year are the Town of Highland and Town of Deerpark. This program was started in 2014 after the NPS discontinued the funding to town/townships for clean-ups. Acting NPS Superintendent Darren Boch at that time approved pass-through funding to the UDC to be able to offer this program competitively to town/townships. Since then, the UDC takes the project on through our own funding. From 2014 to 2023 the UDC has disbursed \$48,403.13 through this program. This year \$5,000 is budgeted. At the end of the summer the actual expenses are calculated. The Town of Deerpark is doing their usual project: three clean-ups associated with various holidays into the fall with the Town Highway Dept. providing labor and asking for reimbursement of the labor costs, dump trucks, trash bags, pickers, and dumping fees for when they give an itemized break-down asking for \$3,945.91. The Town of Highland, thanks to Martin's efforts, has applied this year. They are proposing working with a sub-contractor, Matt Sallusto with Next Gen Dumpsters, for a one-day clean-up along the river in August. There is an outline in the proposal on how they will do it with boats, volunteers, and trash disposal. The costs are to rent a 10-yard dumpster, supplies, and transportation and disposal of trash for \$1,140. Dudko said that total is a little over the budgeted \$5,000. A motion by Henry to recommend both River & Shoreline Clean-up Grant applications to send to the full council meeting on May 2nd for a resolution vote, seconded by Richardson, carried. Richardson asked if Highland is projecting to clean the whole river frontage? Martin isn't sure exactly where they are starting and ending. Ramie said the proposal says "along the banks in Highland." Martin said Kittatinny Canoes does one in the river as well. Ramie said that usually occurs in July, but it was changed to September last year. Henry said having a report from Highland and Deerpark would be nice to see what was collected, etc. Ramie said each recipient is required to fill out a Project Completion Form and provide supporting documentation to seek reimbursement.

UDC Mandated Training Policy Consideration Points: These are included in the packet for review. Henry said that everyone should have to do it if it's mandatory. Richardson said he had sent comments late today that are included in the packet. He thinks this policy should be added to the bylaws; add a section 6 referring to section 5, stating that any and all policies that are mandatory for the council representatives and staff must be adhered to and confirmed in a timely manner as defined in section 7. That could incorporate any existing mandatory policies or any other mandatory policies that are made. B. Dudko said all fire departments are required to do the same thing; he thinks adding it to the bylaws is a great idea. Henry said it needs to be a rule across the board. We should do the training during a full council meeting. Richardson said he's not sure how the town boards are doing the training, but it's required. Henry said the wording needs to be word-smithed a bit, if Ramie could do that. Roeder said he isn't in favor of doing the sexual harassment prevention video training at a full council meeting. Richardson said you can do it at your own leisure, but at least if it's offered at a full council meeting then everyone has the option. Ramie agreed to word-smith the policy to review by the May 2nd full council meeting. Robinson asked how many people completed the training? Driscoll said there is one UDC representative who hasn't done it, and most alternates haven't. B. Dudko said some town boards may just put someone's name down as an alternate, but they're not active. Ramie said since we are a NYS based business, we go by NYS policies. She always thought this particular training was more oriented to the staff and that the board had opted to extend it to representatives and alternates

Upper Delaware Litter Sweep Donations: The press release from the Pocono Mountains Visitors Bureau (PMVB) to announce their Community Impact Grant awards is included in the packet. PMVB awarded the UDC Litter Sweep \$1,000 thanks to Engelhardt's application she submitted. Ramie is putting the reimbursement paperwork together to

claim the \$1,000. Additionally, the contract is still being approved by the County Attorney's Office for the \$3,000 in Sullivan County Discretionary Funds. Currently we have a \$3,826.43 balance after this year's Litter Sweep expenses. We started with a balance of \$2,315.60. Henry asked if the PMVB is a "one and done" grant per year? Engelhardt said yes, it needs to be spent by September 1st. Henry said we should ask for more money next year. Engelhardt said this is the first time applying for this grant, but agrees. Driscoll said we could order supplies to have in bulk for the next year; we have the storage space in the attic. Ramie said you do have to have a 50% match for the grant which is capped at \$20,000. Richardson said perhaps these funds could go toward the River & Shoreline Clean-up Grants. Ramie said we'd have to make sure we have willing town/townships to do the clean-up. The grant is PA based, so she doesn't believe they would fund any clean-ups in NYS. Dudko thanked Engelhardt for working on the application for the grant.

Administrative Support Laptop Repair/Replacement: Driscoll said her laptop has been held together by tape since she started at the UDC. Last month the tape had come off and she realized it was holding the laptop together completely. She reached out to Chris Marshall from Marshall Consulting Inc. and he is currently looking into the cost comparisons of repair or replacement of the laptop. Driscoll backed the information on the laptop onto an external hard drive. A motion by Henry, seconded by Robinson for Ramie and Driscoll to decide if the laptop should be repaired or replaced carried.

Summary of Pending Bills 4/23/2024: Motion by Henry seconded by Robinson to approve the bills and pay them in the normal fashion carried.

Financial Statement 4/30/2024: The statement was included for review in the packet.

Other: None.

Old Business

State and Federal Funding Updates: Ramie said the Pike/Wayne Conservation Partnership sent a Save the Date notice for a PA legislative breakfast on July 26th at the Wallenpaupack Environmental Learning Center. The cost to produce an informational poster is not known, but Engelhardt will update on it once there is more information.

Transfer Funds to Vanguard Account: Ramie said when this topic came up on last month's agenda, there was only one month of funding left. We should be able to transfer some funds now; we just need to decide the amount. She suggested leaving a month and a half in the Jeff Bank account to cover the usual abstract of bills, then investing the rest. Everyone agreed.

Other: None.

There was no Public Comment.

Adjournment: A motion by Roeder seconded by Henry to adjourn the meeting at 8:17 p.m. carried.